VENTURA COUNTY TRANSPORTATION COMMISSION

AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICE AGENCY
CONGESTION MANAGEMENT AGENCY

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AGENDA*

***Actions may be taken on any item listed on the agenda**

CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, JUNE 1, 2012
9:00 AM

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Commission meeting, please contact the Clerk of the Board at (805) 642-1591 ext 101. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC COMMENTS** – *Each individual speaker is limited to speak three (3) continuous minutes or less. The Commission may, either at the direction of the Chair or by majority vote of the Commission, waive this three minute time limitation. Depending on the number of items on the Agenda and the number of speakers, the Chair may, at his/her discretion, reduce the time of each speaker to two (2) continuous minutes. In addition, the maximum time for public comment for any individual item or topic is thirty (30) minutes. Also, the Commission may terminate public comments if such comments become repetitious. Speakers may not yield their time to others without the consent of the Chair. Any written documents to be distributed or presented to the Commission shall be submitted to the Clerk of the Board. This policy applies to Public Comments and comments on Agenda Items.*

   Under the Brown Act, the Board should not take action on or discuss matters raised during Public Comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.

5. APPROVE SUMMARY FROM MAY 4, 2012 VCTC MEETING – PG. 7

6. CALTRANS REPORT
This item provides the opportunity for the Caltrans representative to give update and status reports on current projects.

7. COMMISSIONERS / EXECUTIVE DIRECTOR REPORT
This item provides the opportunity for the commissioners and the Executive Director to report on attended meetings/conferences and any other items related to Commission activities.

8. ADDITIONS/REVISIONS – *The Commission may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Commission subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Commission. If there are less than 2/3 of the Commission members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*

9. CONSENT CALENDAR
All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no discussion of these items unless members of the Commission request specific items to be removed from the Consent Calendar for separate action.

9A. MONTHLY BUDGET REPORT – PG. 11
Receive and file
Responsible Staff: Sally DeGeorge

9B. RAIL OPERATIONS UPDATE – PG. 17
Recommended Action:
Receive and file
Responsible Staff: Mary Travis

9C. REQUEST FOR PROPOSALS (RFP) FOR PROPFESSIONAL INSURANCE BROKERAGE SERVICES – PG.21
Recommended Action:
Authorize the Executive Director to issue a Request For Proposals for Professional Insurance Brokerage Services for the Ventura County Transportation Commission.
Responsible Staff: Sally DeGeorge

9D. ADOPTION OF DISADVANTAGED BUSINESS ENTERPRISE GOAL – PG.35
Recommended Action:
Adopt a Disadvantaged Business Enterprise (DBE) annual goal of 0.4% for VCTC contracts funded by the Federal Transit Administration for Federal Fiscal Years 2012/2013 through 2014/15.
Responsible Staff: Peter De Haan

9E. AGREEMENT WITH THE STATE OF CLAIFORNIA HIGHWAY PATROL FOR SERVICES RELATED TO VENTURA COUNTY MOTORIST AID CALLBOX PROGRAM – PG.37
Recommended Action:
- Approve the agreement between the State of California, Department of California Highway Patrol and the Ventura County Service Authority for Freeway Emergencies (SAFE).

- Adopt Resolution 2012-09 in support of the agreement between State of California Department of California Highway Patrol and Ventura County Service Authority for Freeway Emergencies.

Responsible Staff: Steve DeGeorge

9F. **COMMUTER SERVICES QUARTERLY REPORT – PG.47**

Recommended Action:
Receive and file
Responsible Staff: Alan Holmes

9G. **ALLOCATIONS FOR TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 BICYCLE/PEDESTRIAN CLAIMS – PG.53**

Recommended Action:
Approve the attached list of allocations for $627,608 in carryover Fiscal Year (FY) 2011/2012 and new FY 2012/2013 Transportation Development Act (TDA) Article 3 bicycle/pedestrian funds.
Responsible Staff: Mary Travis

9H. **RESOLUTION FOR VCTC TO CLAIM FY 12/13 TRANSPORTATION DEVELOPMENT ACT (TDA) LOCAL TRANSPORTATION FUND (LTF)/STATE TRANSPORTATION ASSISTANCE (STA) FUNDS – PG.55**

Recommended Action:
Approve the attached Resolution #2012-07 authorizing VCTC's claim for FY 2012/2013 Transportation Development Act (TDA) Local Transportation Funds (LTF) and State Transit Assistance (STA) funds for transit, planning and administrative expenditures.
Responsible Staff: Mary Travis

9I. **NOTICE OF PUBLIC HEARING REGARDING POSIBLE TRANSFER FEE FROM SANTA BARBARA METROPOLITAN TRANSIT DISTRICT SRVICE TO VISTA COASTAL EXPRESS – PG.59**

Recommended Action:

- Call a Public Hearing on July 13, 2012 to receive public testimony regarding possible charge for transfers from the Santa Barbara Metropolitan Transit District (SBMTD) services to the VISTA Coastal Express services.
- Direct Staff to develop required Federal Title VI (Civil Rights Analysis) of revenue and ridership impacts of a transfer fee from the Santa Barbara Metropolitan Transit District (SBMTD) services to the VISTA Coastal Express, and report to the Commission.

Responsible Staff: Vic Kamhi

9J (1). **CONSIDER 2012/13 VISTA COST DISTRIBUTION FORMULA AND COOPERATIVE AGREEMENT FOR 101 AND CONEJO CONNECTION SERVICE- PG.61**

Recommended Action:

- Adopt local cost formula for FY 2012/2013 VISTA Highway 101 and Conejo Connection service.
- Approve the FY 2012/2013 VISTA Highway 101 and Conejo Connection Cooperative Agreement.

Responsible Staff: Myra Montejano

9J (2). **CONSIDER 2012/13 VISTA COST DISTRIBUTION FORMULA AND COOPERATIVE AGREEMENT FOR VISTA EAST COUNTY SERVICE- PG.71**

Recommended Action:

- Adopt local cost formula for FY 2012/13 VISTA East County service.
- Approve the FY 2012/13 VISTA East County Cooperative Agreement.

Responsible Staff: Myra Montejano

9J (3). CONSIDER 2012/13 VISTA COST DISTRIBUTION FORMULA AND COOPERATIVE AGREEMENT FOR VISTA 126, FILLMORE AND SANTA PAULA DIAL-A-RIDE SERVICE- PG.77

Recommended Action:

- Adopt local cost formula for FY 2012/2013 VISTA Hwy. 126, Fillmore and Santa Paula DAR services.
- Approve the FY 2012/2013 VISTA Hwy. 126, Fillmore and Santa Paula Cooperative Agreement.

Responsible Staff: Myra Montejano

9K. LEGISLATIVE UPDATE AND POSITIONS ON BILLS – PG.85

Recommended Action:

Adopt SUPPORT position on SB 1189 (Hancock) to provide for appropriation of Proposition 1A High Speed Rail Connectivity funds.

Responsible Staff: Peter De Haan

10. CUBIC TRANSPORTATION SYSTEMS, INC. MAINTENANCE/OPERATIONS AGREEMENT AEGIR SYSTEMS, INC. BUS EQUIPMENT SUPPORT AGREEMENT AND AEGIR SYSTEMS, INC. NEXTBUS & CUBIC SMARTCARD/INFODEV INC. PREVENTIVE MAINTENANCE SERVICE AGREEMENT– PG.91

Recommended Action:

- Find that a sole source procurement for Cubic Transportation Systems Inc. and Aegir Systems, Inc., are justified. In accordance with the Public Utilities Code (PUC) section 130237, a finding for sole sourcing requires a two-thirds vote of the Commission, with twelve affirmative votes.
- Approve agreement with Cubic Transportation Systems, Inc., for one year of Maintenance and Operations of the Smartcard system at a cost of $124,400 funded through the Federal Transit Administration (FTA) and Local Transportation Fund (LTF).
- Approve agreement with Aegir Systems, Inc., for one year of Bus Equipment Support of the Cubic Smartcard system at a cost Not To Exceed $75,000 funded through FTA and LTF.
- Approve agreement with Aegir Systems, Inc., for one year of Preventive Maintenance Support of the Nextbus & Cubic Smartcard/Infodev, Inc., systems at a cost of $17,550 funded through the FTA and LTF.

Responsible Staff: Gloria Sotelo

11. FY 2012/13 TRANSPORTATION DEVELOPMENT ACT (TDA) LOCAL TRANSPORTATION FUND (LTF) APPORTIONMENT – PG.95

Recommended Action:

Adopt the Local Transportation Fund Apportionment for Fiscal Year 2012/2013 apportioning $29.23 million as shown in Attachment 1.

Responsible Staff: Sally DeGeorge

12. FY 2012/13 PROPOSED VCTC BUDGET- PUBLIC HEARING – PG.99

Recommended Action:

- Conduct Public Hearing to receive testimony on the Fiscal Year 2012/2013 Proposed Budget as presented.
- Adopt by resolution 2012-08, the Fiscal Year 2012/2013 Proposed Budget.

Responsible Staff: Sally DeGeorge

13. FY 2012/13 PROGRAM OF PROJECTS – PUBLIC HEARING – PG.103

Recommended Action:

Approve the attached Program of Projects (POP) for federal transit operating, planning and capital assistance for FY 2012/13

Responsible Staff: Peter De Haan

14. NOMINATION OF ROUTE 101/23 PROJECT FOR PROPOSITION 1B CONGESTION MANAGEMENT IMPROVEMENT ACCOUNT (CMIA) FUNDING – PG.109

Recommended Action:

Approve nomination of the Route 101/23 project for $40 million in CMIA funding should the project be ready to award prior to the December, 2012 deadline.

Responsible Staff: Peter De Haan

15. AIRPORT LAND USE PLAN CONSISTENCY REVIEW, CAMPUS PARK, OXNARD– PUBLIC HEARING– PG.111

(*ALUC Items require 9 votes to pass)*

Recommended Action:

- The Airport Land Use Commission find that the proposed Campus Park project from the City of Oxnard to be inconsistent with the Airport Comprehensive Land Use Plan for Ventura County.
- The Ventura County Airport Land Use Commission authorizes the Executive Director to transmit the Commission's findings and support for the County of Ventura, Department of Airports' recommendations to the City of Oxnard.

Responsible Staff: Steve DeGeorge

16. RESPONSE TO ASSEMBLY MEMBER DAS WILLIAMS OP-ED ARTICLE – PG.117

Recommended Action:

Authorize the Chairman and Vice-Chairman to co-sign and submit to the Ventura County Star a response to Assembly Member Das Williams Op-Ed article published in the Ventura County Star on May 19, 2012.

Responsible Staff: Darren Kettle

17. GENERAL COUNSEL'S REPORT

This item provides the opportunity for General Counsel to give update and status reports on any legal matters related to Commission activities.

18. AGENCY REPORTS

19. CLOSED SESSION

20. ADJOURN

The next Commission meeting is scheduled to be held at 9:00 a.m. Friday**, July 13, 2012**, Camarillo City Hall, City Council Chambers, 601 Carmen Drive, Camarillo.

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Item #5

Meeting Summary

VENTURA COUNTY TRANSPORTATION COMMISSION

AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICE AGENCY
CONGESTION MANAGEMENT AGENCY

CAMARILLO CITY HALL
601 CARMEN DRIVE
CAMARILLO, CA
FRIDAY, MAY 4, 2012
9:00 AM

MEMBERS PRESENT: John Zaragoza, Chair, County of Ventura
Steve Sojka, Vice Chair, City of Simi Valley
Betsy Clapp, City of Ojai
Ralph Fernandez, City of Santa Paula
Tom Glancy, City of Thousand Oaks
Brian Humphrey, Citizen Rep, Cities
Kathy Long, County of Ventura
Jan McDonald, City of Camarillo
Keith Millhouse, City of Moorpark
Carl Morehouse, City of San Buenaventura
Linda Parks, County of Ventura
Irene Pinkard, City of Oxnard
Jon Sharkey, City of Port Hueneme
Keith Turner, Citizen Rep., County
Mike Miles, Caltrans

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS FOR THOSE ITEMS NOT LISTED IN THIS AGENDA - ***None***

APPROVE SUMMARY FROM APRIL 13, 2012 VCTC MEETING – ***Approved As Amended Commissioner Sharkey Abstained***
Regarding the Naval Base Joint Land Use Study, Commissioner McDonald requested the record be changed to reflect her dissenting vote and that VCTC would effectively serve as the fiscal agent for the study. Finally, we will include that all members who are affected by this study would be included in any established policy committees.

CALTRANS REPORT
The Groundbreaking was held Monday for the US 101 Carpool Lane Ventura to Santa Barbara Project. Currently the undercrossing is being installed at La Conchita and drainage has been completed at 101/Punta Gorda.

Rumble strips are being installed for 18 miles on the 126 from Santa Paula to the LA County Line and will extend 6 miles into LA County.

The Caltrans workers memorial will be held next week in Sacramento. There have been 3 fatalities this year.

EXECUTIVE DIRECTOR REPORT
Darren Kettle and representatives from the Cities of Camarillo, Moorpark, Thousand Oaks and Simi Valley met with Assemblymembers in Sacramento to discuss their concerns with AB 1778.

Members of the Teen Council were introduced. They talked about their experience serving on the first teen council. Those who are not graduating this year are looking forward to serving next year.

ADDITIONS/REVISIONS - ***None***

CONSENT CALENDAR- ***All Items Approved As Presented***

9A. MONTHLY BUDGET REPORT
Receive and file

9B. RAIL OPERATIONS UPDATE
Receive and file

9C. FY 2011/12 BUDGET AMENDMENT – VISTA FIXED ROUTE

- *Amend the FY 2011/12 VISTA Fixed Route budget, increasing revenues and expenditures in the amount of $15,000. Revenue source is Coach USA.*
- *Authorize the Executive Director to procure a consultant to analyze the contractor's controls and cash management procedures.*

9D. REVISIONS TO CAMARILLO SURFACE TRANSPORTATION PROGRAM FUNDS
Approve shifting $455,562 in savings in STP funds from the Adolfo Road Widening project in the Camarillo to the Ponderosa Drive Landscaping project.

9E. APPROVE PROGRAMMING OF FY 2011/12 JOBS ACCESS AND REVERSE COMMUTE LAPSING FUNDS
Approve shifting $30,839 of Jobs Access Reverse Commute (JARC) Oxnard/Ventura Area Funds from the Mobility Management Partners, Inc. Mobility Management project to the Ventura County Human Services Agency for the Work Reliability Transport Project.

9F. FY 2011/12 BUDGET AMENDMENT – LOS ANGELES-SAN DIEGO-SAN LUIS OBISPO (LOSSAN) INTERCITY RAIL PROJECT
Amend Fiscal Year (FY) 2011/12 budget increasing the revenues and expenditures in the Amount of $10,000 for staff work necessary for LOSSAN reorganization and legislative activities. The funding source is the State Transit Assistance (STA) fund balance.

9G. FY 2011/12 BUDGET AMENDMENT HERITAGE VALLEY TRANSIT STUDY
Amend the FY 2011/12 Regional Transit Planning Budget Consultant Services Line Item increasing revenues and expenditures in the amount of $12,300. Funding sources are FTA Section 5304 in the amount of $10,866 and STA in the amount of $1,434.

10. FY 2011/12 PROPOSITION 1B TRANSIT SECURITY PROJECTS *- Approved*
- *Approve list shown in Attachment A for $699,000 in Proposition 1B Transit Safety and Security projects;*
- *Direct staff to submit required project applications to the California Emergency Management Agency (Cal EMA) and approve the Attachment B authorizing resolution #2012-06.*

11. LEGISLATIVE UPDATE AND POSITIONS ON BILLS *- Approved*
Receive and file.

12. FY 2012/13 UNMET TRANSIT NEEDS DRAFT FINDINGS *- Approved*
- *Approve Unmet Transit Needs Findings*
- *Adopt Resolution #2012-05*

13. VCTC SHARE OF FY 2012/13 METROLINK BUDGET *– Approved*
Commissioner Fernandez added that the formula needs to be revised.
- *Receive remarks from Metrolink Chief Executive Officer John Fenton.*
- *Approve VCTC's share of the Metrolink Fiscal Year (FY) 2012/2013 operations and maintenance-of-way (MOW) at $10,558,900 and capital rehabilitation at $1,500,000 for inclusion in the VCTC FY 2012/2013 budget.*

Public Comment
Darlene Cochran, *Coach USA said that in addition to VCTC service Coach operates the Amtrak Thruway buses and would be happy to discuss how Coach may be able to help with Metrolink connectivity.*

14. AMENDMENT TO VCTC/VCOG COOPERATIVE AGREEMENT #09-710 *- Approved*
Approve Amendment #1 to VCTC/VCOG Cooperative Agreement # 09-710 lowering the administrative fee from $50,000 to $30,000.

15. GENERAL COUNSEL'S REPORT

16. AGENCY REPORTS

17. CLOSED SESSION – *No Announcements were made after the Closed Session*
Pursuant to Government Code section 54957 (b) (1) public employee evaluation:
Executive Director
General Counsel

18. ADJOURN

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Item #9A

June 1, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: MONTHLY BUDGET REPORT

RECOMMENDATION:

- Receive and file the monthly budget report for April 2012

BACKGROUND:

The monthly budget report is presented in a comprehensive agency-wide format with the investment report presented at the end. The Annual Budget numbers are updated as the Commission approves budget amendments or administrative budget amendments are approved by the Executive Director.

April 30, 2012 budget reports indicate that revenues were approximately 70.82% of the adopted budget while expenditures were approximately 66.12% of the adopted budget. Although the percentage of the budget year completed is shown, be advised that neither the revenues nor the expenditures occur on a percentage or monthly basis. For instance, some revenues are received at the beginning of the year while other revenues are received after grants are approved by federal agencies. In many instances, VCTC incurs expenses in advance of the revenues.

VENTURA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
AS OF APRIL 30, 2012

ASSETS

Assets:	
Cash and Investments - Wells Fargo Bank	$ 2,424,331
Cash and Investments - County Treasury	18,503,164
Petty Cash	50
Receivables/Due from other funds	524,403
Prepaid Expenditures	1,140,339
Deposits	11,945
Total Assets:	**$22,604,232**

LIABILITIES AND FUND BALANCE

Liabilities:	
Accrued Expenses/Due to other funds	$ 835,660
Deferred Revenue	576,989
Deposits	412
Total Liabilities:	**$ 1,413,061**
Net Assets:	
Fund Balance	**$21,191,171**
Total Liabilities and Fund Balance:	**$22,604,232**

VENTURA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE TEN MONTHS ENDING APRIL 30, 2012

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues								
Federal Revenues	$ 4,867,104	$ 0	$ 0	$ 0	$ 4,867,104	$ 13,660,946	(8,793,842)	35.63
State Revenues	345,591	22,622,078	3,631,011	513,547	27,112,227	33,221,363	(6,109,136)	81.61
Local Revenues	4,482,345	0	0	10,000	4,492,345	4,573,819	(81,474)	98.22
Other Revenues	557	0	0	0	557	2,600	(2,043)	21.42
Interest	784	28,821	29,154	10,319	69,078	141,000	(71,922)	48.99
Total Revenues	**9,696,381**	**22,650,899**	**3,660,165**	**533,866**	**36,541,311**	**51,599,728**	**(15,058,417)**	**70.82**
Expenditures								
Administration								
Personnel Expenditures	1,849,118	0	0	0	1,849,118	2,429,011	(579,893)	76.13
Legal Services	15,923	0	0	0	15,923	35,000	(19,077)	45.49
Professional Services	67,375	0	0	0	67,375	89,417	(22,042)	75.35
Office Leases	107,930	0	0	0	107,930	131,300	(23,370)	82.20
Office Expenditures	183,342	0	0	0	183,342	258,263	(74,921)	70.99
Total Administration	**2,223,688**	**0**	**0**	**0**	**2,223,688**	**2,942,991**	**(719,303)**	**75.56**
Programs and Projects								
Transit & Transportation Program								
Senior-Disabled Transportation	76,120	0	0	0	76,120	256,800	(180,680)	29.64
Go Ventura Smartcard	153,636	0	0	0	153,636	434,950	(281,314)	35.32
VISTA Fixed Route Bus Service	4,386,134	0	0	0	4,386,134	5,292,818	(906,684)	82.87
VISTA DAR Bus Services	2,037,118	0	0	0	2,037,118	2,434,385	(397,267)	83.68
Nextbus	14,500	0	0	0	14,500	306,545	(292,045)	4.73
Trapeze	17,253	0	0	0	17,253	30,000	(12,747)	57.51
Transit Grant Administration	347,160	0	(13,598)	0	333,562	5,507,397	(5,173,835)	6.06
Total Transit & Transportation	**7,031,921**	**0**	**(13,598)**	**0**	**7,018,323**	**14,262,895**	**(7,244,572)**	**49.21**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Highway Program								
Congestion Management Program	3,525	0	0	0	3,525	19,900	(16,375)	17.71
Motorist Aid Call Box System	0	0	0	270,030	270,030	434,900	(164,870)	62.09
SpeedInfo Highway Speed Sensor	0	0	0	116,200	116,200	144,000	(27,800)	80.69
Total Highway	**3,525**	**0**	**0**	**386,230**	**389,755**	**598,800**	**(209,045)**	**65.09**
Rail Program								
Metrolink & Commuter Rail	1,746,437	0	0	0	1,746,437	1,366,950	379,487	127.76
LOSSAN & Coastal Rail	9,267	0	0	0	9,267	12,750	(3,483)	72.68
Santa Paula Branch Line	497,482	0	0	0	497,482	569,550	(72,068)	87.35
Total Rail	**2,253,186**	**0**	**0**	**0**	**2,253,186**	**1,949,250**	**303,936**	**115.59**
Commuter Assistance Program								
Transit Information Center	19,806	0	0	0	19,806	29,000	(9,194)	68.30
Rideshare Programs	19,354	0	0	0	19,354	56,500	(37,146)	34.25
Total Commuter Assistance	**39,160**	**0**	**0**	**0**	**39,160**	**85,500**	**(46,340)**	**45.80**
Planning & Programming								
Transportation Development Act	240,431	20,657,404	0	0	20,897,835	26,922,672	(6,024,837)	77.62
Transportation Improvement Program	295,361	0	0	0	295,361	2,599,625	(2,304,264)	11.36
Regional Transportation Planning	122,435	0	0	0	122,435	447,050	(324,615)	27.39
Airport Land Use Commission	200	0	0	0	200	2,600	(2,400)	7.69
Regional Transit Planning	167,771	0	0	0	167,771	231,450	(63,679)	72.49
Freight Movement	50,344	0	0	0	50,344	152,500	(102,156)	33.01
Total Planning & Programming	**876,542**	**20,657,404**	**0**	**0**	**21,533,946**	**30,355,897**	**(8,821,951)**	**70.94**
General Government								
Community Outreach & Marketing	197,869	0	0	0	197,869	620,349	(422,480)	31.90
State & Federal Relations	55,755	0	0	0	55,755	66,120	(10,365)	84.32
Management & Administration	553,939	0	0	0	553,939	941,958	(388,019)	58.81
Total General Government	**807,563**	**0**	**0**	**0**	**807,563**	**1,628,427**	**(820,864)**	**49.59**
Total Expenditures	**13,235,585**	**20,657,404**	**(13,598)**	**386,230**	**34,265,621**	**51,823,760**	**(17,558,139)**	**66.12**

	General Fund Actual	LTF Actual	STA Actual	SAFE Actual	Fund Totals Actual	Annual Budget	Variance Over (Under)	% Year to Date
Revenues over (under) expenditures	**(3,539,204)**	**1,993,495**	**3,673,763**	**147,636**	**2,275,690**	**(224,032)**	**2,499,722**	**(1,015.79)**
Other Financing Sources								
Transfers Into GF from LTF	1,828,282	0	0	0	1,828,282	1,828,282	0	100.00
Transfers Into GF from STA	1,992,206	0	0	0	1,992,206	2,470,272	(478,066)	80.65
Transfers Into GF from SAFE	23,767	0	0	0	23,767	75,400	(51,633)	31.52
Transfers Out of LTF into GF	0	(1,828,282)	0	0	(1,828,282)	(1,828,282)	0	100.00
Transfers Out of STA into GF	0	0	(1,992,206)	0	(1,992,206)	(2,470,272)	478,066	80.65
Transfers Out of SAFE into GF	0	0	0	(23,767)	(23,767)	(75,400)	51,633	31.52
Total Other Financing Sources	**3,844,255**	**(1,828,282)**	**(1,992,206)**	**(23,767)**	**0**	**0**	**0**	**0.00**
Net Change in Fund Balances	**305,051**	**165,213**	**1,681,557**	**123,869**	**2,275,690**	**(224,032)**	**2,499,722**	
Beginning Fund Balance	**1,923,350**	**6,034,477**	**7,950,838**	**3,006,816**	**18,915,481**	**14,617,258**	**4,298,223**	
Ending Fund Balance	**$2,228,401**	**$6,199,690**	**$9,632,395**	**$3,130,685**	**$21,191,171**	**$14,393,226**	**$6,797,945**	

VENTURA COUNTY TRANSPORTATION COMMISSION
INVESTMENT REPORT
AS OF APRIL30, 2012

As stated in the Commission's investment policy, the Commission's investment objectives are safety, liquidity, diversification, return on investment, prudence and public trust with the foremost objective being safety. Below is a summary of the Commission's investments that are in compliance with the Commission's investment policy and applicable bond documents.

Institution	Investment Type	Maturity Date	Interest to Date	Rate	Balance
Wells Fargo – Checking	Government Checking	N/A	$908.60	0.02%	$2,424,330.82
County of Ventura	Treasury Pool	N/A	$68,169.00	0.69%	18,445,136.30
Total			**$69,077.60**		**$20,869,467.12**

Because VCTC receives a large portion of their state and federal funding on a reimbursement basis, the Commission must keep sufficient funds liquid to meet changing cash flow requirements. For this reason, VCTC maintains checking accounts at Wells Fargo Bank.

The Commission's checking accounts for the General Fund are swept daily into a money market account. The interest earnings are deposited the following day. The first $250,000 of the combined deposit balance is federally insured and the remaining balance is collateralized by Wells Fargo Bank.

The Commission's Local Transportation Funds (LTF), State Transit Assistance (STA) funds and SAFE funds are invested in the Ventura County investment pool. Interest is apportioned quarterly, in arrears, based on the average daily balance. The investment earnings are generally deposited into the accounts in two payments within the next quarter. Amounts shown are not adjusted for fair market valuations.

Item #9B

June 1, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARY TRAVIS, MANAGER, TRANSPORTATION DEVELOPMENT ACT AND RAIL PROGRAMS

SUBJECT: RAIL OPERATIONS UPDATE

RECOMMENDATION:

- Receive and file.

DISCUSSION:

Metrolink Ridership:

Based on passenger counts made by conductors on the Ventura Line, there were 1,972 people who boarded morning peak-hour trains to Los Angeles each weekday in April. This is a slight decrease from the 1,984 morning boardings in March. About 50% of the passengers on the Line, or 986 of the riders in April, boarded at Ventura County stations.

Metrolink On-Time Performance:

The Ventura Line's on-time performance (trains arriving within five minutes of scheduled time) continued to be very good. Overall, during the month of April, 95% of the inbound trips and 95% of the outbound trips ran on-time.

Metrolink Fiscal Year (FY) 2012/13 Budget:

At its' May 4th meeting, the Commission approved VCTC's local share of the FY 2012/2013 Metrolink operating, maintenance-of-way and capital budget. Unfortunately, the budget includes a significant increase of $846,900 in VCTC's share of the operating budget next year due largely to increases in contracted services and soaring fuel prices. A detailed presentation on the Metrolink budget was given to the Commission at the meeting by Metrolink Chief Executive Officer John Fenton. Coincidentally, later that day, it was announced CEO Fenton was resigning from Metrolink to take a private sector rail position in Florida.

One major remaining item in the budget development is consideration of a fare increase to offset the increased operating costs. The Metrolink Board is holding a public review period to discuss a range of fare increases from 5% to 9% with a meeting being held for the western area of the Metrolink system on May 24th from 6 to 8 PM at the downtown Oxnard Library. There will also be a public hearing held on May 30th, at 10 AM, in downtown Los Angeles. A detailed description of the potential fare increase can be found on Metrolink's website: www.metrolinktrains.com. In summary, an 8% fare increase would change the monthly pass rate between Oxnard to Los Angeles from $300 to $324 per month. The fare increase would also raise about $150,000 in additional fare revenue on the Ventura Line to offset the operating share increase. A decision will be made by the Metrolink Board about the fare increase at the conclusion of the May 30th public hearing, or if additional discussion is needed, the Metrolink Board will act on the item at their Board meeting June 8th.

LOSSAN Strategic Plan Update/Governance Discussion:

In addition to participating in Metrolink commuter rail operations, VCTC is one of eight transportation agencies providing local input and administrative oversight to the State Division of Rail on LOSSAN intercity passenger rail operations. LOSSAN is the name of the Los Angeles-San Diego-San Luis Obispo Joint Powers Agency. The other agencies involved in LOSSAN are the Los Angeles County Metropolitan Transportation Authority (METRO), the North San Diego Transit District (NCTD), the Orange County Transportation Authority (OCTA), the San Diego Association of Governments, (SANDAG), the San Diego Metropolitan Transit System (MTS), the Santa Barbara Association of Governments (SBCAG), and, the San Luis Obispo Council of Governments (SLOCOG).

Late last year, the LOSSAN Board voted unanimously to move forward with a recommendation to further explore taking over control of the LOSSAN intercity train operations from the State. A similar action was taken on the Capitol Corridor rail service operated between Sacramento and the Bay area in 1998. Clearly there are many details that need to be worked through as this proposal is considered, including State funding guarantees, Board structure and voting, administrative arrangements, etc. The CEO's from the member agencies are finalizing these arrangements for a Memorandum of Understanding to guide the new agency. State legislation (SB 1225) has also been drafted to accomplish this goal under the guidance of the member agency governmental staffs. Staff is continuing to closely monitor this initiative and will be presenting details for the possible rail reorganization to the Commission for review likely at the July meeting.

Santa Paula Branch Line (SPBL) Operations:

Staff is continuing to work with Fillmore and Western Railway (F&W) and Union Pacific Railroad (UP) which are the two operators on the SPPL, on generating additional revenues with the goal of making this vital asset self-sustaining in the near future. We are also working with Legal Counsel to update the existing VCTC/F&W agreement to reflect the current arrangements more accurately.

FRA Required Bridge Inventory Project

Work is underway on the Federal Railroad Administration (FRA) required railroad bridge inventory on the SPBL. The project includes collecting data on the rail bridges and developing a management plan for the continued maintenance. VCTC contracted with JL Patterson & Associates to complete Phase I of the inventory work and they have completed the initial report. Phase 2 of the project will prioritize and rate the bridges and is included in the draft Fiscal Year 2012/13 VCTC budget.

Unfortunately, the inspection revealed there are five bridges with varying degrees of problems. The two worst bridges had to be "red-tagged" and put out of service until repairs are made. The one red-tagged bridge is near Ellsworth Barranca just east of Saticoy which needs the heading plates replaced at an estimated cost of about $75,000. The Ellsworth Bridge is necessary for the UP freight deliveries to International Paper in Santa Paula, which is currently the only freight customer on the SPBL. However, International Paper has just announced it will be closing the facility as of June 30, 2012, eliminating the deliveries at that time and making the need for this bridge repair less urgent. Alternatively, without UP being involved in freight deliveries, there is finally an opportunity for F&W to actually be able to add freight customers without UP taking all the fees, and this also should be considered.

The other red-tagged bridge is over a small culvert just east of Santa Paula and needed replacement braces at about $10,000; this bridge has already been repaired by Fillmore & Western Railway (F&W) to make sure their tourist train operation was not disrupted. The other three bridges with exceptions noted are between Santa Paula and Fillmore and need comparatively minor albeit important repairs. These bridges are in the territory used by F&W for their tourist trains and are still in service with bi-weekly inspections ordered until repairs are completed by F&W.

A Santa Paula Branch Line Advisory Committee (SPBLAC) meeting was held May 16th to discuss the all the issues about continued service on the SPBL. It was decided to delay repairs to the Ellsworth bridge until the time freight service is resumed, and that VCTC staff would continue working with UP and F&W to transfer the freight operations. SPBLAC also endorsed VCTC investigating a Federal Railroad Administration (FRA) program available for private short-line railroads like F&W for bridge repair loans. A full copy of the draft rail bridge inventory plan recommendations will be reviewed by SPBLAC at its June 22nd meeting, with the report coming to the Commission at its July meeting.

Property Leases

Staff has been working with F&W to review the existing SPBL leases to determine if additional revenues can be generated to offset the ongoing maintenance work. F&W staff is currently following up on letters sent to all leaseholders asking for their cooperation to review their lease agreement, and also, to make sure safe operations are in place for people working near the rail line. While it does not appear that significant additional revenues can be found at this time, there is some opportunity to approach leaseholders about adding property to their existing leases and bringing in more money; we will continue working on this effort.

Union Pacific (UP) Railroad

As briefly noted earlier, VCTC's agreement with UP requires the Commission maintain the tracks between Montalvo and Santa Paula without charge as long as UP runs freight on the Line. They currently have one customer, International Paper, with deliveries/pickups by rail three times a week. Staff has been in discussion over the past few months with UP and F&W to possibly establish a transloading arrangement, where the freight would be shifted from UP to F&W near Montalvo. In this type of arrangement, UP would pay F&W to transport freight to the existing UP customer i.e. International Paper, however, F&W could also provide other freight hauling opportunities to customers all along the SPBL corridor. It is possible additional freight customers could be added.

To keep the momentum going with the discussion with UP on this issue, a letter was recently sent requesting their support for the freight service modifications as allowed under the VCTC/UP shared-use agreement. We have not as yet received written response but telephone discussions with UP have been positive, and UP has requested F&W prepare an operating plan for the freight transfer. Because the International Paper shipment will cease at the end of June, it is possible UP will simply allow the transfer to proceed without further delay or objection. After the transfer is arranged, F&W can then actively solicit new freight customers. Staff will continue to strongly advocate for the change consistent with the Commission's goals for the SPBL to become self-sustaining from the revenues generated by SPBL activities.

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Item #9C

June 1, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: REQUEST FOR PROPOSALS FOR PROFESSIONAL INSURANCE BROKERAGE SERVICES

RECOMMENDATION:

- Authorize the Executive Director to issue a Request For Proposals for Professional Insurance Brokerage Services for the Ventura County Transportation Commission.

BACKGROUND:

Schrimmer – Cavanagh insurance agency has been the Ventura County Transportation Commission's (VCTC) insurance broker for over twenty years. Although VCTC has been happy with the services provided by Schrimmer – Cavanagh insurance agency, staff feels it is prudent to evaluate insurance brokerage services available. VCTC requests authorization for the Executive Director to issue a Request for Proposals (RFP) for professional insurance brokerage services. The initial term of the contract will be for two years with options for three one-year extensions. Funding for VCTC's insurance policies is included in the VCTC budget within the indirect costs. Staff plans to bring back a recommendation for an insurance brokerage agency at the September 2012 Commission meeting. VCTC's insurance renewal will occur in November 2012. The RFP for Professional Insurance Brokerage Services is Attachment 1.

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Attachment 1

VENTURA COUNTY TRANSPORTATION COMMISSION

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL INSURANCE BROKERAGE SERVICES

Sally DeGeorge
Finance Director
Ventura County Transportation Commission
950 County Square Drive, Suite 207
Ventura, CA 93003

Table of Contents

VENTURA COUNTY TRANSPORTATION COMMISSION
REQUEST FOR PROPOSALS
PROFESSIONAL INSURANCE BROKERAGE SERVICES

INTRODUCTION

The Ventura County Transportation Commission (VCTC) is requesting proposals from qualified Insurance Brokers who possess the experience, capability and expertise in the area of various commercial insurance markets including but not limited to property and general liability, to submit a proposal to serve as a Broker of Record to the Commission. The purpose of this process is to select the Insurance Agency that can offer the highest quality services to the Commission.

To be considered, **four (4) printed copies and one electronic (not emailed) copy** of the proposal and bids must be submitted by **4:00 PM on Wednesday, July 25, 2012** to:

Ventura County Transportation Commission
RFP for Professional Insurance Brokerage Services
Sally DeGeorge, Finance Director
950 County Square Drive, Suite 207
Ventura, CA, 93003.

There is no expressed or implied obligation for the VCTC to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Proposals submitted are subject to public inspection and will be evaluated by a review committee.

During the evaluation process, VCTC reserves the right, where it may serve the agency's best interest, to request additional information or clarification from proposers, or to allow corrections of errors and/or omissions. At the discretion of the VCTC, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The VCTC reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the VCTC and the firm selected.

The VCTC intends to engage services of an insurance broker for its property and general liability insurance needs. This is not to be considered an authorization to approach any insurance companies/markets. In fact, VCTC requests that no contact or solicitation of the insurance companies/markets be made on its behalf and that no insurance market reservations be made, by or for any proposer, with respect to any insurance to be provided for the Commission. Any such action may result in proposer's disqualification.

It is anticipated the selection of a firm will be completed by September 7, 2012. Following the notification of the selected firm, it is anticipated that a recommendation will be prepared for review and approval by the Commission at its **September 7, 2012** meeting. VCTC reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

DESCRIPTION OF AGENCY

The Ventura County Transportation Commission was created by Senate Bill 1880 (Davis), Chapter 1136 of the Public Utilities Code in September of 1988. On January 1, 1989 VCTC became operational and assumed the resources and transportation responsibilities of the Ventura County Association of Governments (VCAG).

The Commission is responsible for establishing transportation policies, setting priorities and coordinating activities between the various transportation operators, agencies, cities and the County. Its mission is to improve mobility within the county and increase funding to meet transportation needs. The Commission controls and/or reviews the allocation of federal, state and local funds for highway, transit, rail, aviation, bicycle and other transportation projects including but not limited to Congestion Mitigation and Air Quality Improvement Program funds (CMAQ), Transportation Enhancement Activities Program funds (TEA), State Transportation Improvement Program funds (STIP), Surface Transportation Program funds (STP), Transportation Development Act funds (TDA), State Transit Assistance funds (STA), Federal Transit Administration funds (FTA), etc. The Commission is also designated to act as the Airport Land Use Commission (ALUC), the Consolidated Transportation Service Authority (CTSA), the Sales Tax Authority and the Congestion Management Agency (CMA). The VCTC also manages the operation and expansion of the callbox system for the Service Authority for Freeway Emergencies (SAFE).

The VCTC is currently governed by a seventeen member board composed of one elected official from each of the ten cities, all five county supervisors and two citizens. In addition to the above membership, the Governor appoints an Ex-Officio member to the Commission, usually the Caltrans District Director. VCTC has a staff of 18 employees. Its budget of approximately $50 million and consists of the following programs: transit and transportation, highways, rail, community assistance, planning and programming and general government. For more information about VCTC, please visit our website at www.goventura.org.

The VCTC also administers the Ventura Council of Governments (VCOG), a voluntary joint powers authority representing the 10 cities of Ventura County as well as the County. VCOG's goal is to facilitate cooperative subregional and regional planning, coordination and technical assistance on issues of mutual concern. For more information about VCOG, please visit their website at www.venturacog.org.

INSURANCE PROGRAM

The Commission's insurance program and assets insured include the following unless otherwise noted:

- Property insurance for the leased office at 950 County Square Drive, Ventura, CA of $141,000 through Scottsdale Insurance with a $1,000 deductible per occurrence.

- Electronic Data Processing Coverage of $255,000 through Scottsdale Insurance with a $1,000 deductible for combined hardware and software at the 950 County Square Drive location.

- General liability of $1,000,000 per occurrence and $2,000,000 general aggregate through Scottsdale Insurance with no deductible.

- Excess liability of $15,000,000 per occurrence and aggregate through Scottsdale Insurance with $10,000 self-insured retention.

- Crime policy of $500,000 for employee theft per loss, $500,000 depositor's forgery or alteration, $25,000 theft, disappearance and destruction (money, securities and other property) and $500,000 computer and funds transfer fraud through Scottsdale Insurance with a $2,500 deductible.

- Public Entity Errors and Omissions and Employment Practices Liability of $5,000,000 each occurrence and $5,000,000 aggregate through Westchester Surplus Lines Insurance with $25,000 self insured retention.

- Workers' Compensation insurance through State Compensation Insurance Fund.

General underwriting and insurred asset information for VCTC includes the following unless otherwise noted:

- Fiscal Year 2011/2012 budget of approximately $48 million with 19 employees and payroll of $1.6 million. Fiscal Year 2012/2013 budget approximately $50 million with 18 employees and payroll of $1.6 million.

- No agency vehicles.

- Bus operation service is contracted out with two vendors with approximately 36 vehicles.

- Santa Paula Branch Rail Line approximately 390 acres including rail tracks and the land under the tracks east of Ventura at 6175 Ventura Boulevard, Ventura, CA including the platform and parking lot approximately 3 acres. This rail line has limited use.

- Santa Paula Mill Building at 926 Railroad Avenue, Santa Paula. This Mill building currently is leased for use as an agricultural museum with some insurance for the building and the contents carried by the agricultural museum.

- Santa Paula Station at 200 North 10th Street, Santa Paula including the platform approximately 11,430 square feet. A building at the station is owned and insured by the City of Santa Paula and is used for meetings and the local chamber of commerce.

- Piru Station at 3977 Piru Street, Piru including the platform approximately 1,800 square feet. A small building at the station is owned by the County of Ventura and insured by the County.

- Moorpark Rail Line approximately 155 acres from the west city limit of Moorpark to the Los Angeles County line, including the land under the tracks and a 40-foot strip of land from the center rail line of the main track to the north side. This is an active rail line with freight and passenger service run by other agencies and companies.

- Simi Valley Station at 505 Los Angeles Avenue, Simi Valley including the platform and parking lot of approximately 7.6 acres. This is an active rail line with freight and passenger service run by other agencies and companies.

- Moorpark Station at 300 High Street, Moorpark, north and south side platforms, and north and south side parking lots approximately 6 acres. This is an active station with freight and passenger service run by other agencies and companies.

- Camarillo Station at 120 Lewis Road, Camarillo north and south side platforms, and, north and south side parking lots approximately 5.7 acres. This is an active station with freight and passenger service run by other agencies and companies.

- 120 On Bus Nextbus machines installed on 6 public bus systems in Ventura County.

- 135 On Bus Smartcard machines installed on 6 public bus systems in Ventura County.

- 13 On Bus Trapeze machines installed on one of VCTC's contracted bus operators buses.

- 564 Freeway Emergency Call Boxes located on highways throughout Ventura County.

Optional Insurance for the Ventura Council of Governments to be issued as a separate policy includes:

- General liability of $1,000,000 per occurrence and $2,000,000 general aggregate through Scottsdale Insurance with no deductible.

SCOPE OF SERVICES

The Commission is seeking proposals for an insurance broker for its general liability and property insurance coverage. In order to implement the program, the insurance broker will be expected to:

- Assign experienced staff immediately upon proposal acceptance to assess the Commission's operational risks and provide recommendations regarding the appropriate types of insurance, the levels of coverage necessary to protect the Commission from reasonable risks, the levels of deductible for each policy to provide the best balance of risk limitation and lower premium an such other factors as the broker shall recommend.

- Based on the insurance coverage selected by the Commission, organize, develop, present the Commission insurance coverage requirements to insurance vendors and obtain price quotes from responsible insurers for that coverage. Evaluate those quotes and present the package of insurance policy terms, conditions and premiums to the Commission that best reflect the goals and objectives of the Commission.

- Represent the Commission, as directed, in any negotiations with insurers or prospective insurers and other parties regarding insurance matters.

- Act as the liaison and advocate for the Commission with underwriters and claims staff.

- Verification of insurance policies, checking policy wording to ensure the Commission has received desired coverage in compliance with the specifications.

- Issue evidence of enrollment, certificates of insurance, and insurance policies to all insured parties.

- Issue evidence of insurance as required to third parties.

- Answer coverage and program questions from the Commission and/or its consultants or contractors in a timely manner.

- Be responsible for notifying the Commission of invoicing of premiums for all outstanding policies to assure that no policy lapses inadvertently.

- Assess insurance company stability, solvency and service records.

- Meet with the Commission at least annually and/or as requested to audit existing Commission insurance policies to determine adequacy of coverage/value of insurables and limits, appropriate deductible levels, overlap or gaps in coverage, restrictions in coverage, and notify the Commission of any new developments in the industry or markets generally that affect the Commission in any way or that impact the insurance coverage or policies sought by the Commission.

- Upon request, provide timely, verbal or written interpretation of coverage.

- The primary account representative and other account team members for the insurance broker shall be reasonably available to the Commission and its staff to address questions related to this account.

- Provide such other services related to the insurance coverage as the Commission may reasonably request.

IMPORTANT DATES

The following is a list of key dates. VCTC reserves the right to modify this schedule if it is in their best interest to do so. If VCTC does modify the schedule, it shall provide written notice of such to all parties known to have received copies of this RFP.

Activity	Date
RFP released	June 1, 2012
Question period closed	June 27, 2012
Proposal due date and time	July 25, 2012 by 4:00p.m.
Interviews with finalist (if utilized)	TBD (likely August 8 - 17, 2012)
Insurance Broker selection/Board Approval	September 7, 2012
Insurance Renewals by	**November 20, 2012**

Insurance Dates

The VCTC and VCOG's insurance coverage period is November 20, 2011 through November 19, 2012. The selected insurance provider will need to work quickly to provide adequate time to obtain insurance quotes from providers, to review coverage with VCTC

The policies for VCTC and VCOG would be separate policies and paid by each agency.

TERM OF CONTRACT

Proposals for a two year agreement are being requested. Upon selection of the Insurance Broker, the Commission and proposer will enter into an agreement for a period of two years with three one-year options. The contract shall include a 90 day termination clause.

PROPOSAL REQUIREMENTS

General Requirements

Any inquiries concerning the request for proposals should be directed in writing to:

Sally DeGeorge
Finance Director
ssellers@goventura.org

Questions will be responded to and then posted on the website for all respondents to review. **Contact with personnel of the agency other than the above regarding this request for proposals may be grounds for elimination from the selection process.**

All proposing brokers shall submit four (4) printed copies and one electronic copy of the proposal and bids. Facsimiles, emails and electronic media shall NOT be accepted. To be considered, materials shall be received no later than 4:00 pm on July 25, 2012 at:

Ventura County Transportation Commission
RFP for Professional Insurance Brokerage Services
Sally DeGeorge, Finance Director
950 County Square Drive, Suite 207
Ventura, CA, 93003.

Proposal Contents

1. Title Page – A title page showing the request for proposals subject; the insurance firm's name; the name, address and telephone number of the contact person and/or person authorized to represent and bind the firm; and the date of the proposal.

2. Introduction – Briefly introduce the size of the firm and years in business. Identify the staff you are anticipating assigning to this engagement, their respective roles, their relevant experience and office locations. Indicate whether your firm operates independently or, if your firm is a wholly owned subsidiary or affiliate of a parent company, identify the parent company. Include whether you are a broker-dealer or other type of financial institution. If a broker, the broker must be licensed for insurance coverage in California and for coverage related to this proposal. Please include broker license if applicable.

3. Qualifications – Explain your understanding of the work to be done and why the firm believes it to be best qualified to perform the engagement. Specifically include any experience with public transit and transportation, railroads and similar commissions including a listing of such clients and how they are similar. The proposal should also include a commitment to perform the work within the time period including a draft schedule and a statement that the proposal is a firm and irrevocable offer for 180 days and signed.

4. References – Please include a minimum of three references with contact information, scope of work and dates of service that the firm performed similar services to those being proposed here. VCTC reserves the right to contact any or all of the listed references regarding the audit services performed by the proposer.

5. Process – Describe the process your company will use to prepare the bid specifications that will be sent out to prospective counterparties. Summarize the bidding process including your role after the bids are taken through to closing on the agreements.

6. Additional information – If you believe the Commission should consider additional insurance coverage or services not contemplated in this proposal, please identify and discuss them in your proposal. Also, please specify any additional information regarding your firm that sets you apart that would benefit the Commission and should be consider in making its decision.

7. Fees – Describe what fees, commissions, or other income your firm will receive in relation to the proposed services. Identify additional charges that will apply should the scope or term of services extend beyond those contemplated in this proposal. Provide a sample of your firm's proposed service agreement.

8. Certifications/Statements – The proposer shall provide VCTC with signed copies of:

    a. Certificate Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion (Attachment A);
    b. Assurance of Compliance with Worker's Compensation Insurance Requirements (Attachment B);
    c. A Statement assuring compliance with Equal Employment Opportunity Act;
    d. A Statement assuring compliance with the California Fair Employment Practices Act;
    e. A Statement assuring compliance with Title VI of the Civil Rights Act of 1964.

Proposal Evaluation

The review committee shall examine and evaluate all proposals for the purpose of ascertaining their completeness and responsiveness to the provisions of this RFP. The top qualified candidates may be scheduled for an interview for review and ranking by the review committee. The top proposer will be invited to participate in contract negotiations with the VCTC for insurance broker services. If these negotiations should fail to produce an agreement, the second ranked proposer will be invited to participate in contract negotiations. A recommendation for award of a contract will be made to the VCTC Board.

The VCTC reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. VCTC also reserves the right, without prejudice, to reject any or all proposals submitted. Award of the contract will be made to the firm, who, based on evaluation of all responses and criteria, is determined to be the best qualified to perform the services required.

Proposals will be evaluated by a review committee based on the following criteria and rating system with a maximum point value of 100 points:

Responsiveness and preciseness of the proposal	10 points
Credentials, experience and structure of the team	10 points
Qualifications and experience with comparable services	20 points
Understanding of the insurance needs	15 points
Knowledge and expertise with government, rail, transit, etc.	20 points
Services provided and corresponding fees	5 points
Insurance Recommendations and Additional Qualifications	10 points
References and/or interview	10 points
Total Score	100 points

Attachment A

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (applicant for a third party subcontract or sub-grant under FTA Project), ____, certifies by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or VCTC.

Where the Lower Tier Participant (Applicant for a third party subcontract or sub-grant under an FTA project), is unable to certify any of the statements in this certification, such Participant shall attach an explanation to this proposal.

THE LOWER TIER PARTICIPANT (APPLICANT FOR A THIRD PARTY SUBCONTRACT OR SUB-GRANT UNDER AN FTA PROJECT) ____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTION 3801 ET SEQ. ARE APPLICABLE THERETO.

____
Authorized Official

____
Title of Authorized Official

Attachment B

WORKER'S COMPENSATION INSURANCE CERTIFICATION

As required by Section 1860 of the California Labor Code (Chapter 1000, Statutes of 1965), the Contractor shall secure the payment of Workmen's Compensation to its employees in accordance with the provisions of Section 3700 of the California Labor Code and shall furnish VCTC with a certificate evidencing such coverage together with verification thereof as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workmen's Compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract."

SIGNED: ______________________________________
(Contractor)

DATE: ______________________________________

Item #9D

June 1, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: ADOPTION OF DISADVANTAGED BUSINESS ENTERPRISE GOAL

RECOMMENDATION:

- Adopt a Disadvantaged Business Enterprise (DBE) annual goal of 0.4% for VCTC contracts funded by the Federal Transit Administration for Federal Fiscal Years 2012/2013 through 2014/15.

DISCUSSION:

The Ventura County Transportation Commission (VCTC) is required by the Federal Transit Administration (FTA) to have a DBE program in place for all federally-funded contracts. VCTC adopted a revised DBE program to conform to new federal regulations in September 1999. VCTC last adopted a goal in 2009, in which year the FTA DBE program transitioned to a three-year goal setting period rather than the previous annual goals.

The FY 2012/2013 through FY 2014/15 goal of 0.4% was calculated based on the methodology described in federal regulations 49 CFR Section 26. The proposed goal of 0.4% is significantly less than the 2.9% goal adopted for the prior period, due to a significant reduction in the number of DBEs now certified through California's Unified Certification Program for the categories in which VCTC contracts.

The annual goal can vary from year to year based on the type of contracts and the availability of DBE firms to perform the work. Specifically, the DBE goal is established as follows: (1) Determine the amount of federal funds anticipated to be received for each project (contract) in the next fiscal year (2) Establish the base figure of DBEs as a percentage of all contractors, subcontractors, manufacturers and suppliers in relevant market areas; and (3) Adjust the base figure based on the availability of DBEs. To the maximum extent feasible, VCTC must make every effort to meet its goal through race-neutral measures. Only in those instances where race neutral measures are inadequate to meet the agency's goal may the agency establish specific contract goals. It is recommended that the entire 0.4% goal be achieved through race neutral measures.

Per VCTC's adopted DBE program staff will publish the goal in the Ventura County Star after VCTC adoption to provide for a 45-day period for receipt of comments. A detailed summary as to how the annual goal was calculated is available for review by the public.

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Item #9E

June 1, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **STEVE DEGEORGE, PLANNING & TECHNOLOGY DIRECTOR**

SUBJECT: **AGREEMENT WITH THE STATE OF CALIFORNIA HIGHWAY PATROL FOR SERVICES RELATED TO VENTURA COUNTY MOTORIST AID CALL BOX PROGRAM**

RECOMMENDATION:

- Approve the agreement between the State of California, Department of California Highway Patrol and the Ventura County Service Authority for Freeway Emergencies (SAFE).
- Adopt Resolution 2012-09 in support of the agreement between State of California Department of California Highway Patrol and Ventura County Service Authority for Freeway Emergencies.

DISCUSSION:

This is a renewal of an existing agreement between the California Highway Patrol (CHP) and the Ventura County Service Authority for Freeway emergencies (SAFE) extending CHP services from July 1, 2012 through June 30, 2015. The California Highway Patrol provides personnel to answer and direct calls from Ventura County's Motorist Aid Call Box Program in accordance with the CHP/Caltrans Call Box and Motorist Aid Guidelines.

The agreement in Attachment A is identical in substantive content to the existing agreement with the exception of costs. Based on anticipated call volumes to the CHP, the cost to the SAFE program has decreased over previous years. Funding for this agreement and the SAFE program come from a one dollar ($1.00) fee per vehicle registered in Ventura County and is included in the Fiscal Year 2012/2013 Budget.

Staff is recommending that the Commission approve the agreement between the State of California, Department of California Highway Patrol and the Ventura County Service Authority for Freeway Emergencies and the Resolution of support found in Attachment B.

The vote required is a majority of the quorum present for the Service Authority.

Attachment A

CHP Agreement #12R048007
CCSS Tracking #048CR1122

AGREEMENT BETWEEN
THE STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AND
VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

THIS AGREEMENT is made and entered into by and between the State of California acting by and through Department of California Highway Patrol, hereinafter called CHP, and Ventura County Service Authority for Freeway Emergencies, hereinafter called SAFE, under provisions of California Vehicle Code Sections 2421.5 and 9250.10, and Streets and Highway Code Section 131.1 and Chapter 14 (commencing with Section 2550) to Division 3.

TERMS AND CONDITIONS:

By and in consideration of the covenants and conditions herein contained, CHP and SAFE do hereby agree as follows:

1. The term of the Agreement shall be July 1, 2012, through June 30, 2015.

2. The Agreement is for services and assistance provided by CHP in accordance with the "CHP/Caltrans Call Box and Motorist Aid Guidelines," and are hereby incorporated by reference hereinafter called "GUIDELINES." As these GUIDELINES may be revised from time to time, it is understood that SAFE shall have a current copy on file for the duration of this Agreement.

3. The Agreement shall remain in force subject to the following;

   a. That it shall not become effective until (1) SAFE has submitted to CHP a copy of the resolution, order, motion, or ordinance from SAFE approving execution of the Agreement and identifying the individual authorized to sign on behalf of SAFE, and (2) the Agreement is signed by both parties.

   b. That it may be modified only in writing and signed by both parties, and shall be modified by the parties to conform to any future changes to federal or state law which affect the terms of the Agreement.

   c. Because of early termination costs incurred by both parties, either party may terminate the Agreement before the expiration of its term, or any extension, upon six (6) months prior written notice to the other party.

   d. Notwithstanding subparagraph 3.c., CHP may terminate the Agreement upon thirty (30) days prior written notice to SAFE should SAFE be financially unable to reimburse CHP for services under the Agreement.

e. SAFE shall notify CHP in writing no later than January 1, 2015, that SAFE wishes to extend the services and assistance rendered by CHP pursuant to this Agreement for one (1) additional year. If CHP is so notified, this Agreement shall be in effect through June 30, 2016, and the total amount payable to CHP for this additional year of service shall not exceed $60,000.00, unless otherwise determined by CHP cost analysis to be greater and agreed upon by SAFE prior to extension being exercised.

4. The CHP shall limit its review to SAFE's specifications for upgrading or modifying SAFE's motorist aid call box system which include any potential operational affect to CHP communications centers, in accordance with the GUIDELINES. SAFE shall provide CHP written assurance that SAFE complies with its obligation to provide teletypewriter/ telecommunication devices for the deaf. A copy of the letter shall come with a copy of the minutes, order, motion, resolution, or ordinance to CHP.

5. For services and assistance herein, SAFE agrees to reimburse CHP quarterly, in arrears and upon receipt of an itemized invoice, for the charges identified in Sections 7, 11, and 15. Upon receipt, payment shall be made to CHP as invoiced within sixty (60) days. If payment is not submitted because of a dispute, SAFE agrees to submit the reasons for the dispute to CHP within sixty (60) days of receiving the invoice charges.

   Payment shall be made to:

   Department of California Highway Patrol
   Fiscal Management Section
   P. O. Box 942900
   Sacramento, CA 94298-2900

   Invoices shall be sent to:

   Ventura County SAFE
   c/o Ventura County Transportation Commission
   Attn: Steve DeGeorge
   950 County Square Drive, Suite 207
   Ventura, CA 93003

6. The maintenance of the call box system (outside of the CHP communications center), including telephone service and line costs, shall be the sole responsibility of SAFE.

7. The SAFE shall reimburse CHP for all personnel costs associated with the number of Public Safety Dispatcher (PSD) positions CHP and SAFE agree are required to handle call box call traffic. The CHP will only increase or decrease the number of PSDs after receiving a written request/commitment from SAFE stating that SAFE will assume all personnel costs for the additional positions.

8. Six (6) months prior to the beginning of each subsequent fiscal year, if the need arises, CHP will re-evaluate communications center call box PSD staffing requirements. The most recent twelve months (annual average) of call box call activity (when available) will be used with the CHP Reimbursable Position Formula (defined in the GUIDELINES) to determine the currently required staffing level. The CHP will submit to SAFE a letter, with applicable substantiating data, indicating any necessary changes in staffing. The SAFE will then respond to CHP within thirty (30) days, in writing, indicating concurrence or disagreement with the recommendation.

9. The SAFE shall advise CHP of any anticipated significant new installations that should be considered into the annual staffing analysis. This notification should be made to CHP at least thirty (30) days prior to the annual staffing analysis.

10. The SAFE may request or CHP may perform, if the need arises, a staffing analysis at any time during the year. If a change in staffing is required due to a non-predicted need, CHP and/or SAFE may request, in writing, such a change. Staffing changes may be necessary for, but need not be limited to, the following: increases/decreases in the number of call boxes, or significant increases/decreases in the number of call box calls.

11. The SAFE shall pay for its proportional share of the actual wage rate for one half (1/2) of a single CHP SAFE Coordinator position. The SAFE Coordinator position will be used for SAFE-related business.

    Each SAFE's proportional share billing "factor" will be determined at the beginning of each fiscal year by comparing the number of motor vehicles registered within each SAFE's boundaries to the total number of motor vehicles registered in all counties which have entered into SAFE agreements with CHP. This proportional share will be billed over four fiscal quarters.

12. Call box calls will be handled by CHP communications centers as third level priority - after 9-1-1 (first priority) and allied agency (second priority) calls. The CHP statewide standard level of service for the handling of call box calls is as follows:

    a. Call box calls will be handled as rapidly as possible; however, they should be handled ideally no longer than 60 seconds after the first ring at the communications center. Experience has shown that when emergency communications traffic becomes unusually heavy, call box traffic also increases. At these times, motorists may be required to wait several minutes for service.

    b. Call box calls should be handled ideally within a 3.5 minute (210 seconds) total call handling time. It is understood that the use of such services as the translation service contractor will increase total call handling time to levels above this standard.

13. The CHP agrees to submit an itemized invoice quarterly to SAFE which may include the following charges:

    a. Personnel costs (salary and benefits) determined under the terms of this Agreement. PSD personnel costs will be based on the third step of the wage scale for PSDs in effect at the time of invoicing. The SAFE Coordinator personnel costs will be based on the actual step of the wage scale for SAFE Coordinator position at the time of invoicing. These costs are subject to change according to increases and/or decreases in State of California salary and benefit rates, which are beyond CHP control.

       Billing will be calculated based upon the average PY for the quarter.

    b. Indirect costs will be applied to the monthly personnel costs in accordance with California State Administrative Manual Section 8752 and 8752.1. The indirect cost rate is determined by CHP and approved by the California Department of Finance (DOF) and is subject to change each state fiscal year. The re-evaluation of staffing requirements (as outlined under Section 8) will include an explanation of the projected upcoming fiscal year indirect cost rate.

    c. Translation service charges directly attributable to call box calls and billed to CHP by the translation service contractor will be reimbursed by SAFE. The CHP will maintain a contract with a translation service to provide necessary interpretation/translation services for call box-related calls. The CHP will bill SAFE, in arrears, quarterly for charges billed by the translation service contractor. All SAFE invoices will be accompanied by copies of billings from the translation services contractor.

    d. The telephone system costs (if applicable). The state shall provide a standard communication center telephone system which will also be used to handle incoming call box calls. Any agreed upon changes above and beyond the standard phone system design specifically requested for SAFE Program shall be funded by SAFE.

14. Call box/motorist aid system enhancements due to changing technology may require changes and/or upgrades to CHP communication center equipment. In such cases, SAFE shall be responsible for the procurement, installation, and maintenance of communication center equipment, unless otherwise agreed to. All equipment procured for CHP dispatch operation will be designed jointly by CHP and SAFE. No equipment will be installed in a CHP facility which does not meet all CHP operational and technical specifications.

    Communication center equipment purchased by SAFE and designated as CHP property will be maintained by CHP. Otherwise SAFE accepts responsibility.

15. The total amount of this Agreement is estimated not to exceed Two Hundred Thousand Dollars and no cents ($200,000.00) for a total contract amount. Estimated Fiscal Year amounts shown below are as follows:

FY 12/13 (7/01/12 through 6/30/13) - $64,500.00
FY 13/14 (7/01/13 through 6/30/14) - $67,000.00
FY 14/15 (7/01/14 through 6/30/15) - $68,500.00

Each quarterly invoice shall include a thorough explanation and justification for any new additional charges or changes of the amounts of past charges.

16. The CHP agrees to indemnify, defend and save harmless Ventura County SAFE, its elected officials, officers, employees, agents, and volunteers from any and all claims, losses, demands, causes of action, liabilities, obligations, judgments, or damages, including but not limited to property damage, bodily injury or death, or any other element of damage of any kind or nature, accruing or resulting to any and all contractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, losses, demands, causes of action, liabilities, obligations, judgments, or damages, including but not limited to property damage, bodily injury or death, or any other element of damage of any kind or nature, accruing or resulting to any person, firm, or corporation who may be injured or damaged by any negligent act or omission by CHP in the performance of the Agreement. Indemnification by CHP includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and the reimbursement of Ventura County SAFE, its elected officials, officers, employees, agents, and/or volunteers for all legal expenses and costs incurred by each of them. The CHP's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Ventura County SAFE, its elected officials, officers, employees, agents, or volunteers.

The Ventura County SAFE agrees to indemnify, defend and save harmless CHP, its elected officials, officers, employees, agents, and volunteers from any and all claims, losses, demands, causes of action, liabilities, obligations, judgments, or damages, including but not limited to property damage, bodily injury or death, or any other element of damage of any kind or nature, accruing or resulting to any and all contractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, losses, demands, causes of action, liabilities, obligations, judgments, or damages, including but not limited to property damage, bodily injury or death, or any other element of damage of any kind or nature, accruing or resulting to any person, firm, or corporation who may be injured or damaged by any negligent act or omission by Ventura County SAFE in the performance of the Agreement.

Indemnification by Ventura County includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and the reimbursement of CHP, its elected officials, officers, employees, agents, and/or volunteers for all legal expenses and costs incurred by each of them. Ventura County SAFE's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by CHP, its elected officials, officers, employees, agents, or volunteers.

17. Audits. SAFE agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy and records and supporting documentation pertaining to the performance of this Agreement. SAFE agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. SAFE agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SAFE agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et CCR Title 2, Section 1896).

18. Disputes. Except as otherwise provided in this agreement, any dispute concerning a question of fact arising under the Agreement which is not disposed of by mutual agreement of the parties may be submitted to an independent arbitrator mutually agreed upon by the CHP and SAFE. The arbitrator' s decisions shall be non-binding and advisory only, and nothing herein shall preclude either party, at any time, from pursuing any other legally available course of action, including the filing of a law suit. Pending a final decision of a dispute hereunder, both parties shall proceed diligently with the performance of their duties under the Agreement, and such continued performance of their duties under the Agreement, and such continued performance shall not constitute a waiver of any rights, legal or equitable, of either party relating to the dispute.

19. All services under this Agreement shall be coordinated by:

    Department of the California Highway Patrol
    Communications Centers Support Section
    601 North 7th Street
    Sacramento, CA 95811
    (916) 843-4290

    The contact person shall be CHP SAFE Coordinator.

20. This Agreement, and any attachments or documents incorporated herein by inclusion or reference, constitutes the complete and entire Agreement between CHP and SAFE and supersedes any prior representations, understandings, communications, commitments, Agreements or proposals, oral or written.

21. Under no circumstances will SAFE or its subcontractor(s) use the name "California Highway Patrol" or "CHP" to promote a product which is part of the call box system without the written consent of CHP.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL	VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCY
____________________ K. E. Knudsen Assistant Chief, Administrative Services Division	____________________ Signature
	____________________ Title
____________________ Date	____________________ Date

ATTACHMENT B

RESOLUTION NO. 2012-09

A RESOLUTION OF THE VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
APPROVING THE AGREEMENT WITH THE STATE OF CALIFORNIA, DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

WHEREAS, the Ventura County Transportation Commission ("VCTC") was created pursuant to Public Utilities Code § 130000, et seq. and serves as the Service Authority for Freeway Emergencies operating the call box program; and

WHEREAS, the State of California, Department of California Highway Patrol requires a written agreement with any County participating in a call box program under the authority of Section 2500 of the California Streets and Highways Code Sections 2421.5 and 9250.10 of the California vehicle Code; and

WHEREAS, the State of California, Department of California Highway Patrol requires a written notification of approval of such agreements and amendments to that agreement;

NOW, THEREFORE, the Ventura County Service Authority for Freeway Emergencies does hereby resolve as follows:

The Chair is hereby authorized to execute agreement number 12R048007 with the Sate of California, Department of California Highway Patrol

PASSED AND ADOPTED by the Ventura County Service Authority for Freeway Emergencies at its regular meeting this 1st day of June, 2012.

____
John Zaragoza, Chair

ATTEST:

____
Donna Cole, Clerk

APPROVED AS TO FORM:

____
Mitchel B. Kahn, General Counsel

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Item #9F

June 1, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: ALAN HOLMES, TRANSPORTATION DEMAND MANGEMENT PROGRAM MANAGER

SUBJECT: COMMUTER SERVICES QUARTERLY REPORT

RECOMMENDATION:

- Receive and file

DISCUSSION:

To improve reporting of Ventura County Rideshare activities, staff prepares and submits to the Commission quarterly reports for review, a year-end report summarizing Rideshare activities for the previous fiscal year and will establish annual goals and objectives for the upcoming year. The quarterly report, found in Table 1, contains the following information for the Commission's review:

- Total registrants on file
- Current number of Guaranteed Ride Home (GRH) Program registrants and program usage
- Registrants with 'Active' ridematching interest
- Company worksites on file
- Average home to work commute distance
- Number of carpool matches attempted, separated by source
- Number of RideGuides generated that contained at least one match
- Average age of data for matches
- Average number of matches per RideGuide
- Estimated Program benefits
- Marketing activities
- Vanpool activities
- Call volume

The primary focus of the Commuter Services program is to reduce traffic congestion and improve air quality by a voluntary reduction of single occupant vehicle (SOV) commute trips in Ventura County. SOV trips are reduced by offering direct assistance to employers located in Ventura County and through the provision of services to county residents, promoting carpooling, vanpooling, bus pooling, transit, walking, biking and other Transportation Demand Management (TDM) commute alternatives. The Guaranteed Ride Home Program assures registered users that they will not be stranded at work in case of a personal emergency. Survey assistance is given to employers that comply with the Air Pollution Control District's Rule 211. Information is provided on Commuter Benefits, which allows an employer to offer a pretax deduction of up to $125/month for vanpools and transit and up to $20/month for bicyclists.

Table 1

Database	07/11- 09/11	10/11- 12/11	01/12- 03/12	YTD
Commuters on file	32,450	32,331	33,141	N/A
Commuters active for matching	6,209	6,208	6,358	N/A
Company worksites on file	381	381	371	N/A
Avg. Home to work distance	13	14	15	N/A
AVR reports generated	7	9	9	25
	07/11- 09/11	10/11–12/11	01/12- 03/12	YTD
Matching Transactions				
Number of carpool matches attempted:				
Public (web)	225	222	443	890
Staff	975	851	1,883	3,709
Total	1,200	1,073	2,326	4,599
Number receiving at least one match	923	775	1,837	3,535
Average age of matching record (days)	118	106	67	97
Average number of matches/RideGuide	7	7	9	8
Avg. distance home/work	13.5	12.7	14.7	13.6
RideSmart Tips generated	2,513	1,959	4,322	8,794
Incoming Call Volume	22	29	98	149
Guaranteed Ride Home Program Usage				
Rental Car Trips	10	7	10	27
Taxi Rides	2	5	7	14
Total	12	12	17	41
Estimated Program Benefits of the matches performed in the period 01/01/2012 through 03/31/2012 are:				
Reduction in Vehicles miles of travel	867,514	1,105,993	2,459,808	4,433,315
Reduction in Commuting cost	$468,436	$597,212	$1,328,270	$2,393,918
Reduction in carbon monoxide (tons)	13.41	17.10	38.04	68.55
Reduction in volatile organic compounds (tons)	1.75	2.24	4.98	8.97
Reduction in Oxides of Nitrogen (tons)	2.16	2.76	6.12	11.04

Marketing Activities:

In the third quarter of FY 2011/2012, VCTC's Commuter Services Program focused on updating employer resources while continuing its mission of promoting ridesharing in Ventura County.

Employer Support

- **Commuter eblast** – rideshare-related eblasts were distributed to approximately 135 Employee Transportation Coordinators (ETCs) and other interested parties at the beginning of each month. Topics included "Your New Year's (Rideshare) Resolution," "Ridematching – Finding Your Perfect Match," and "Digitize Your RideGuide."
- **Electronic RideGuide** – After extensive testing the new electronic RideGuide was launched this quarter. The interactive RideGuide now enables recipients plot their route, immediately identify potential carpool matches, and locate transit options, in addition to linking their ridesharing profile to their Facebook page and/or Twitter account. A "New Match Alert" system enables users to elect to receive an email or text alert when a new registrant matches up with their commute. The Commute Calendar feature was also added that allows individual commuters to track their savings and pollution reduction gained through ridesharing.
- **Rule 211 Survey Instructions** – this important employer tool has received a facelift. Rule 211 paper and online survey instructions have been updated with current VCTC and Commuter Services branding for distribution to our employer partners.
- **ETC Instructions** – along with the electronic RideGuide comes great online tools for Ventura County ETCs. Commuter Services is developing an instruction guide for using the online tools, which is expected to be available to ETCs during the fourth quarter of FY 2011/2012.

Outreach and Promotion

- **Promotional items** – Commuter Services promotional items were distributed to ETCs at Baxter and Bank of America.
- **Bike to Work Week** – planning began for Bike to Work Week, May 14 through 18. The event will include employer outreach, bicycle pit stops, and online/social media participation.

Social Media

- **Twitter and Facebook** – promotion of rideshare continued via Facebook and Twitter posts.

Print Media

- **Rideshare poster** – in January, a new poster promoting ridesharing was distributed to ETCs throughout the county for display at their worksites.
- **Catalina Heights postcard** – developed a postcard specific to the Catalina Heights military housing community in Camarillo. The postcard promoted ridesharing (particularly carpool and vanpool) within a community where many people commute to the same place (i.e., the bases at Point Mugu and Port Hueneme) each day. These were distributed to the approximately 300 residences at Catalina Heights in early March. We also are looking into hosting a booth at the Navy's Mud Run in May to further promote ridesharing among local military personnel.

4th Quarter marketing:

The following Commuter Services activities are currently planned to take place during April, May, and June 2012:

- Employer events (Earth Day and worksite events)
- Bike to Work Week
- Mud Run at Naval Base Ventura County
- Begin preparation for Rideshare Week
- Regularly scheduled monthly commuter eblasts
- Supplemental commuter eblast promoting CalVans
- Increased social media representation

<u>California Vanpool Authority (CalVans):</u>

CalVans provided the following Ventura County update:

Farm Labor
The number of vans on the road fluctuates with the crops. Currently there are 16 vans on the road. In the quarter just ended, they travelled a total of 29,809 miles and carried a total of 11,578 passengers, accounting for 368,553 passenger lane miles. In the last several months, a number of vans have travelled over the Grapevine to Maricopa. Those fields are finished for the season. Now most vans are working locally, in Santa Paula, Piru, Somis and Oxnard. A few vans are travelling to Goleta and the north coast south of Gaviota. We expect an increased demand for vans as the summer season begins

We continue active outreach throughout Ventura & Santa Barbara counties.

Finally, we are unsure about the impact of the upcoming rate increase to 90 cents a mile, but with gas prices what they are, we expect our drivers will understand the need for the increase

Commuter Vanpools
Currently we have only one commuter vanpool on the road, travelling from Lompoc to downtown Santa Barbara. We have had a very difficult time opening doors in Ventura County, but in recent weeks we have worked closely with staff and have several marketing events scheduled for the near future.

We also want to focus on some commuter routes that are less-regularly serviced by other modes of public transit, e.g., Heritage Valley to Santa Clarita, and look forward to working with staff to help us identify outreach opportunities.

In addition, we're working to secure clean-air funds from Los Angeles County to subsidize commutes, because we know there are plenty of people who commute between Ventura and Los Angeles counties. Another area of special interest to us right now is the commute between Ventura and Santa Barbara—one of the most heavily travelled in the region. Upcoming roadwork on the 101, coupled with the price of gas, represents a significant opportunity.

In May, CalVans will open an office in Santa Barbara, sharing space with Traffic Solutions, SBCAG and Caltrans. We will continue to have an office in Ventura.

	CalVans Passengers			
	Weekdays	Sat	Sun	Total
January 2012	2,359	18	13	2,390
February 2012	4,175	239	20	4,434
March 2012	4,222	425	107	4,754
Quarterly Totals	10,756	682	140	11,578

	Miles			
	Weekdays	Sat	Sun	Total
January 2012	6,803	157	5	6,965
February 2012	11,391	949	21	12,361
March 2012	9,061	1,239	182	10,482
Quarterly Totals	27,255	2,345	209	29,809

	Passenger Lane Miles			
	Weekdays	Sat	Sun	Total
January 2012	85,139	1,414	29	86,582
February 2012	148,262	12,857	58	161,177
March 2012	104,638	13,827	2,329	120,794
Quarterly Totals	338,039	28,098	2,416	368,553

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Item # 9G

June 1, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARY TRAVIS, MANAGER, TRANSPORTATION DEVELOPMENT ACT AND RAIL PROGRAMS

SUBJECT: ALLOCATIONS FOR TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 BICYCLE/PEDESTRIAN FUNDS

RECOMMENDATION:

- Approve the attached list of allocations for $627,608 in carryover Fiscal Year (FY) 2011/2012 and new FY 2012/2013 Transportation Development Act (TDA) Article 3 bicycle/pedestrian funds.

DISCUSSION:

Each year, under Article 3 of the State regulations governing the TDA, two percent of the TDA funds estimated to be available in Ventura County are taken "off the top" of the apportionment and set aside to be claimed for bicycle and pedestrian projects. This Article 3 money is discretionary funding allocated by VCTC according to policies and procedures established by the Commission. We currently estimate there will be a total of $552,608 available for new projects in FY 2012/2013. In addition, there is also FY 2011/2012 funding of $75,000 that is unallocated and available to allocate.

The Commission has designated the Citizen's Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC) as the committee responsible for reviewing the projects submitted by the cities/County for the available funds. In reviewing the submittals, the CTAC/SSTAC uses the schedule and evaluation criteria which was approved by the Commission at its December 2, 2011 meeting.

After hearing presentations from the applicants and evaluating the proposals at their March and April, 2012 meetings, the CTAC/SSTAC at their May 8, 2012 meeting recommended to the Commission that all new applications be fully funded; that the County ($35,000) and City of Ojai ($40,000) be awarded the leftover FY 2011/2012 funds; and, that the balance of Article 3 funds available ($59,358) be allocated to the cities and County to augment their existing funds for Class I bike trail maintenance per Commission policy; please see Attachment #1 for details.

Attachment # 1

CARRYOVER FY 2011/2012 AND NEW FY 2012/13 TDA ARTICLE 3 BICYCLE/PEDESTRIAN FUND ALLOCATIONS

(Note: the cities of Fillmore, Santa Paula and Thousand Oaks did not apply this year)

AGENCY	ARTICLE 3 REQUEST	PROJECT NAME	OTHER FUNDS	TOTAL FUNDS
Camarillo	$50,000	Lewis Road/Temple Avenue Sidewalk	$50,000	$100,000
Moorpark	100,000	City Hall pedestrian/ADA access	100,000	200,000
Ojai	40,000*	Pedestrian crossings	10,000	50,000
Oxnard	93,250	"Bicycle Boulevard" plan implementation	93,250	186,500
Pt. Hueneme	10,000	Hueneme Beach bikeway upgrade project	10,000	20,000
San Buenaventura	100,000	Five Points intersection bike/pedestrian improvements	250,000	350,000
Simi Valley	75,000	Arroyo Simi Bike path signal modifications	75,000	150,000
County	100,000*	Oak View sidewalk Phase 1 ($65,000) & Phase 2 ($35,000)	100,000	200,000
SUBTOTAL	$568,250		$688,250	$1,256,500
Cities/County Class I Bike Trail Maintenance	59,358**			
TOTAL AVAILABLE	*$627,608*			

*5/8/12 CTAC/SSTAC recommended approval of the City of Ojai late claim ($40,000) and an amendment to original County claim for additional funds ($35,000) to finish both phases of the Oak View sidewalk project. Both the Ojai and additional County allocations will be funded with FY 2011/2012 unallocated Article 3 funds. The remaining allocations of $552,608 will be from FY 2012/2013.

** Per Commission policy, about 10% of the available Article 3 funds each year are allocated to all the cities and the County to augment their existing funds for separate, Class I bike trail maintenance. The allocations are based on the city/County proportional share of the available money as divided by the linear feet of trail maintained.

Item #9H

June 1, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MARY TRAVIS, MANAGER, TRANSPORTATION DEVELOPMENT ACT AND RAIL PROGRAMS

SUBJECT: RESOLUTION FOR VCTC TO CLAIM FISCAL YEAR (FY) 2012/2013 TRANSPORTATION DEVELOPMENT ACT (TDA) LOCAL TRANSPORTATION FUNDS (LTF) AND STATE TRANSIT ASSISTANCE (STA) FUNDS

RECOMMENDATION:

- Approve the attached Resolution #2012-07 authorizing VCTC's claim for FY 2012/2013 Transportation Development Act (TDA) Local Transportation Funds (LTF) and State Transit Assistance (STA) funds for transit, planning and administrative expenditures.

DISCUSSION:

The State Transportation Development Act (TDA) authorizes designated Transportation Planning Agencies (TPA's) such as the VCTC to claim money from the LTF and STA accounts for a variety of specified purposes. These include VCTC planning and administrative expenditures as well as funding for transit projects including Metrolink operations and other related expenditures.

In accordance with State regulations, the attached resolution authorizes staff to claim $400,000 in LTF Article 3 for Metrolink operations; the LTF authorized amounts for planning ($584,060) and administration ($1,000,000); and, the STA money for transit purposes as detailed in the Commission's FY 2012/2013 budget.

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RESOLUTION # 2012-07

RESOLUTION AUTHORIZING THE FILING OF A CLAIM FOR ALLOCTION OF TRANSPORTATION DEVELOPMENT ACT LOCAL TRANSPORTATION FUNDS AND STATE TRANSIT ASSISTANCE FUNDS FOR FISCAL YEAR 2012/13

WHEREAS, the Transportation Development Act (TDA) as amended (Public Utilities Section 99200 et seq) provides for the allocation of funds from the Local Transportation Fund (LTF) and State Transit Assistance (STA) fund for use by eligible claimants for transportation purposes; and,

WHEREAS, pursuant to the provisions of the TDA as amended and pursuant to the applicable rules and regulations hereunder (California Code of Regulations, Title 21, Section 6600 et seq.) a prospective claimant wishing to receive an allocation from the LTF and STA funds shall file an authorizing resolution with its claim(s) with designated Transportation Planning Agency, the Ventura County Transportation Commission; and,

WHEREAS, the Ventura County Transportation Commission is the claimant of LTF and STA funds for Metrolink commuter rail as well as other rail, transit, planning and administrative projects in Ventura County.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to execute and file the appropriate claim pursuant to applicable rules and regulations, together with all necessary supporting documents, with the Ventura County Transportation Commission for an allocation of LTF and STA funds in FY 2012/2013.

BE IT FURTHER RESOLVED that the authorized claim shall include $400,000 in LTF Article 3 funds and all available STA funds for FY 2012/2013 expenditures for Metrolink commuter rail costs, other related local rail and transit costs and Santa Paula Branch Rail Line expenditures.

BE IT FURTHER RESOLVED that the authorized claim shall include the designated amounts for VCTC planning and administrative purposes.

BE IT FURTHER RESOLVED that Ventura County Transportation Commission finds all of the following pursuant to the California Code of Regulations, Title 21, Section 6754:

- the proposed expenditures are in conformity with the Regional Transportation Plan;
- the level of passenger fares and charges is sufficient to enable the operator (where applicable) to meet the fare revenue requirements;
- the claimant is making full use of federal funds available under Title 49, Chapter 523 of the United States Code;
- the proposed allocations from STA and LTF do not exceed the amount the claimant is eligible to receive during the fiscal year;
- priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increase in the cost of fuel, to enhance public transportation services, and to meet high priority regional, Countywide, or area-wide public transportation needs;
- the operation(s) where applicable is/are in compliance with the eligibility requirements of Public Utilities Code Section 99314.6;

- the operator(s) where applicable has/have made a reasonable effort to implement any recommended operator productivity improvements;

- the operator(s) where applicable is/are not precluded from employing part-time workers

PASSED AND ADOPTED on this 1st day of June, 2012 by action of VCTC.

____
JOHN ZARAGOZA, CHAIR

APPROVED AS TO FORM:

____
MITCHEL KAHN, GENERAL COUNSEL

ATTEST:

____
Donna Cole, Clerk of the Board

Item #9I

June 1, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **VICTOR KAMHI, BUS TRANSIT DIRECTOR**

SUBJECT: **PUBLIC HEARING REGARDING POSSIBLE TRANSFER FEE FROM THE SANTA BARBARA METROPOLITAN TRANSIT DISTRICT SERVICE TO THE VISTA COASTAL EXPRESS**

RECOMMENDATION:

- Call a Public Hearing on July 13, 2012 to receive public testimony regarding possible charge for transfers from the Santa Barbara Metropolitan Transit District (SBMTD) services to the VISTA Coastal Express services.
- Direct Staff to develop required Federal Title VI (Civil Rights Analysis) of revenue and ridership impacts of a transfer fee from the Santa Barbara Metropolitan Transit District (SBMTD) services to the VISTA Coastal Express, and report to the Commission.

BACKGROUND:

The VCTC has been operating the Coastal Express service, jointly funded by the VCTC and Santa Barbara County Association of Governments (SBCAG). The service was initiated in FY 2001-02, and in December 2003 VCTC and the SBMTD did a short free transfer system trial demonstration. Based on the positive results of the demonstration, in January 2004 VCTC and the SBMTD executed an agreement to provide free, two way transfers. The agreement was renewed in 2007 and has been in effect since then. The transfer system has been popular, and VISTA receives approximately 12,000 transfers from SBMTD (annual boardings from the SBMTD service area are approximately 150,000), while SBMTD receives a similar amount of transfers from the 150,000 annual riders boarding in Ventura County.

In 2011 VCTC, along with our partners in Ventura County, initiated a transfer system, which provides (with some exceptions) free transfers between community transit systems and VISTA services inside Ventura County. Transfers from Ventura County community transit services and in-county VISTA services to intercounty services (VISTA Conejo Connection and VISTA Coastal Express) are counted as one-half (1/2) of the fare for those persons using the transfers. However, the transfers to and from SBMTD have remained free.

SBMTD has informed VCTC that they are terminating the existing agreement, and in August 2012, they will begin to charge $1.00 for transfers from VISTA riders with a transfer (the SBMTD base fare is $1.75). VCTC staff is recommending that the Commission consider adjusting the transfers on the VISTA Coastal Express to be consistent with the transfer policy which exists in Ventura County for other “community” services transferring to the VISTA intercounty services, and that beginning in August 2012 VISTA consider a transfer from SBMTD be considered one-half (1/2) fare on the Coastal Express.

The Federal Transit Administration (FTA) Title VI (Section 4, Chapter 5, FTA Circular 4702.1A) requires that specific studies and analysis be done as part of considering any fare modification in an "Urbanized Area" with a population of over 200,000. Because of this, VCTC must evaluate the impacts of the proposed change in transfer policy for the VISTA Coastal Express service. The analysis must:

1. Assess the effects of the proposed change on minority and low-income populations, analyzing any available information generated from ridership surveys indicating whether minority and low-income riders are more likely to use the mode of service that would be subject to the increase in transfer charges.

2. Assess the alternatives available for people affected by the transfer charge, analyzing what alternative transit modes are available for people affected by the transfer charge. The analysis should compare the total fares paid under the change with trip fares that would be paid through available alternatives.

3. Describe the actions the agency proposes to minimize, mitigate, or offset any adverse effects of proposed fare and service changes on minority and low-income populations.

4. Determine if the proposed transfer fee charge would have a disproportionately high and adverse effect on minority and low-income riders. Transit agencies can implement a fare increase that would have disproportionately high and adverse effects provided that the transit agency demonstrates that the action meets a substantial need that is in the public interest and that alternatives would have more severe adverse effects than the preferred alternative.

As part of the analysis, VCTC will survey the riders on the VISTA Coastal Express service, and will include the results in the report presented to the Commission and the public at the July Public Hearing.

Item # 9J(1)

June 1, 2012

TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **MYRA MONTEJANO, TRANSIT SPECIALIST**

SUBJECT: **CONSIDER FY 2012/13 COST DISTRIBUTION FORMULA AND COOPERATIVE AGREEMENT**

RECOMMENDATION:

- Adopt local cost formula for FY 2012/2013 VISTA Highway 101 and Conejo Connection service.
- Approve the FY 2012/2013 VISTA Highway 101 and Conejo Connection Cooperative Agreement.

COST AND COST DISTRIBUTION FORMULA FOR 2012-13

Each year the VISTA Committees determine formulas to allocate local costs associated with their respective VISTA services. As in past years, the formula for the current fiscal year (FY 11/12) for VISTA Hwy 101 local cost is based on the distribution of passenger boardings in each jurisdiction (based on SmartCard passenger counters during the period January 2011 through December 2011).

For VISTA Conejo Connection, shares have historically been a fixed split between City of Thousand Oaks 40%, City of Camarillo 20% and City of Oxnard contributing 40%. The Conejo Connection provides service to the Warner Center in Los Angeles. This service is currently providing approximately 44,000 passenger trips a year to residents in Ventura County.

The following table lists cost distribution percentages for the current year and proposed distributions for FY 2012/13 using the same principle, (using Smart Card data for the period January 2011 through December 2011). The table VISTA HIGHWAY 101 BOARDINGS PER YEAR, at the end of this agenda item, lists backup information for this calculation.

HWY 101 PASSENGER DISTRIBUTIONS AND COST SHARE

Agency	FY 11/12 Proposed Formula	FY 12/13 Proposed Formula
Camarillo	34.90%	31.03%
Oxnard	16.41%	21.03%
San Buenaventura	19.59%	10.52%
Thousand Oaks	26.35%	33.88%
County	2.75%	3.52%
Total	100.0%	100.0%

Total cost for FY 2012-13 for HWY 101 service is projected to be approximately $816,500, which is a 2.15% increase from the FY 2011-12 budget. Net local cost is budgeted at about $306,347. Local cost is almost the same as last year due to the Fare increase impact that has offset local shares thru all of the VISTA service. The increase in contract cost is due to the yearly 3.5% contract cost increase.

HIGHWAY 101 ROUTE SERVICE COST

	2011-12	2012-13	Percent Change
Capital Cost	$ 479,419.29	$ 489,950.00	2.15%
Operating Cost	$ 319,478.70	$ 326,550.00	2.17%
Total Contract Cost	$ 798,897.99	$ 816,500.00	2.16%
Federal 80% of Cap	$ 383,535.43	$ 391,960.00	2.15%
Fare Revenue	$ 109,332.95	$ 118,193.00	7.50%
Total Local Cost	$ 306,029.61	$ 306,347.00	0.10%

The total contract cost for Conejo Connection will be approximately $343,900. The increase in capital and operating cost is due to the yearly contract cost increase of 3.5%. The local share has decreased even though overall costs have increased; this is due to the fare increase implemented last year. It is estimated that fares will increase about 18.95% in FY 2012-13.

CONEJO CONNECTION ROUTE SERVICE COST

	2011-12	2012-13	Percent Change
Capital Cost	$ 201,745.21	$ 206,400.00	2.26%
Operating Cost	$ 134,440.35	$ 137,500.00	2.23%
Total Contract Cost	$ 336,185.56	$ 343,900.00	2.24%
Federal 80% of Cap	$ 161,396.16	$ 165,120.00	2.26%
Fare Revenue	$ 78,079.79	$ 96,335.00	18.95%
Total Local Cost	$ 96,709.60	$ 82,445.00	-17.30%

PROPOSED COOPERATIVE AGREEMENT

Continuing VCTC practice from last year, staff proposes a brief amendment to extend the 2001-2002 agreement for an additional year to cover service during 2012-13.

Attached is the proposed Amendment to the VISTA Hwy 101 Agreement for the Committee's consideration (based on the cost distribution formula discussed above).
After Commission action, the agreements will be transmitted to the appropriate agencies for concurrence.

Staff Contact: Myra Montejano 642-1591, ext. 114.

AMENDMENT (FY 2012/13)
TO COOPERATIVE AGREEMENT
FY 2001/02
VENTURA INTERCITY SERVICE TRANSIT AUTHORITY (VISTA)

HWY 101

This Amendment (FY 2012/13) to the Cooperative Agreement FY 2001/02 for VISTA Hwy 101 (“Amendment”), Conejo Connection (“Amendment”) is made and entered into by and among the CITY OF CAMARILLO (Camarillo), the CITY OF OXNARD (Oxnard), the CITY OF SAN BUENAVENTURA (Ventura), the CITY OF THOUSAND OAKS (Thousand Oaks), the COUNTY OF VENTURA (County) and the VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC). Camarillo, Oxnard, Ventura, Thousand Oaks, and the County are collectively referred to herein from time to time as the “AGENCIES.”

This Amendment continues the VISTA Highway 101,Conejo Connection services under the terms and conditions of the Cooperative Agreement, FY 2001/02, Ventura Intercity Service Transit Authority (VISTA) Hwy 101, Conejo Connection (“Cooperative Agreement”), except to the extent amended hereby, for FY 2012/13.

The Cooperative Agreement is hereby amended as follows:

A. Section 3: Funding
For FY 2012/13, the required local match shall be paid by the AGENCIES as stated below.

	Percent	Approximate Net Share*
City of Camarillo	31.03%	$ 95,060.00
	20.00%	$ 16,489.00
City of Oxnard	21.03%	$ 64,425.00
	40.00%	$ 32,978.00
City of San Buenaventura	10.50%	$ 32,228.00
	40.00%	$ 32,978.00
City of Thousand Oaks	26.35%	$ 103,790.00
County of Ventura	2.75%	$ 10,844.00

B. Section 7: Meetings
Meetings of the AGENCIES and VCTC shall be held in accordance with the “Brown Act” at least once each fiscal year, and shall be held in conjunction with VCTC Board meetings. All decisions on service shall be made jointly by the AGENCIES participating in the local funding of this route, with each of the AGENCIES having one vote and majority vote ruling. The VCTC member of each of the participating AGENCIES shall be designated as a voting member.

C. (Revised) Attachment “A”- Route and Service Description- is attached and incorporated herein by this reference.

D. (Revised) Attachment “B”- Performance Reporting- is attached and incorporated herein by this reference.

Except as amended hereby, the terms and conditions set forth in the Cooperative Agreement shall remain in full force and effect.

In witness whereof, the parties hereto have executed this Agreement on the dates stated below.

CITY OF CAMARILLO	**APPROVED AS TO FORM**
By ______________________	______________________
Date	City Attorney Date
CITY OF OXNARD	**APPROVED AS TO FORM**
By ______________________	______________________
Date	City Attorney Date
CITY OF SAN BUENAVENTURA	**APPROVED AS TO FORM**
By ______________________	______________________
Date	City Attorney Date
CITY OF THOUSAND OAKS	**APPROVED AS TO FORM**
By ______________________	______________________
Date	City Attorney Date
COUNTY OF VENTURA	**APPROVED AS TO FORM**
By ______________________	______________________
Date	County Counsel Date

VENTURA COUNTY
TRANSPORTATION COMMISSION

APPROVED AS TO FORM

By ______________________________
Date

____
General Counsel Date

APPROVED AS TO CONTENT

____

Executive Director Date

Attachment A (Revised)

ROUTE AND SERVICE DESCRIPTION

<u>VISTA-HWY 101 Service</u>

The route is an intercity, fixed route, express bus service along the Highway 101 corridor in Ventura County. The route includes stops at: Thousand Oaks Transit Center (Rancho Road), Oaks Mall and the Conejo Industrial Park in Thousand Oaks; Pardee Plaza, Leisure Village, Camarillo Metrolink Station, Camarillo Premium Outlets, and Carmen Plaza in Camarillo; the Esplanade Mall in Oxnard; the County Government Center, Ventura College, St. Bonaventure High School, Ventura Pier, and the Pacific View Mall (Ventura Transit Center) in Ventura.

On weekdays service will operate between approximately 6 AM and 8 PM. In the morning and afternoon peak hours, regular buses will run on approximately 60-70 minute headways. In the off-peak hours, the headways will be approximately 120 minutes. The peak hours will be defined in the final schedule, but it will be a minimum of three hours in the morning and three hours in the afternoon.

Saturday service will operate between approximately 7 AM and 7 PM, on headways ranging from 80 to 120 minutes.

The schedule will be arranged to provide timed transfers to: Thousand Oaks Transit and the VISTA-EAST service in Thousand Oaks; Camarillo Area Transit in Camarillo; Gold Coast Transit, the VISTA-HWY 126 and VISTA Coastal Express services in Ventura, as feasible.

<u>VISTA-HWY 101 one-way passenger fares</u> are: $1.25 for adults between 21 and 61 years of age; $1.25 for youth 6 to 20 years; and 60 cents for seniors aged 65 and older and for persons with disabilities. Children 5 and under ride free if accompanied by a fare paying adult.

<u>The SmartCard Passport fares</u> are: adults $50; youth $50; seniors and persons with disabilities $25. Purchased monthly, this passport is valid for unlimited trips on all Ventura County fixed-route public bus systems (not including inter-county service). A cash debit feature is also available.

<u>VISTA Conejo Connection Service</u>

The route is an intercounty, fixed route, express bus service which provides service from Ventura County to Los Angeles County. The route includes stops at: Thousand Oaks Transit Center, The Oaks Mall, Wendy and Hillcrest, Pardee Plaza, Camarillo Metrolink Station, Carmen Plaza, Esplanade Mall, Oxnard Transit Center, Pacific View Mall, and the Warner Center Loop in Los Angeles.

The route only operates on weekdays during peak hours between approximately 6 AM and 5 PM. In the morning there are two southbound trips and two northbound trips as well as two evening southbound and northbound trips on approximately 90-120 minute headways

The schedule will be arranged to provide timed transfers to and from: Thousand Oaks Transit and the VISTA-EAST service in Thousand Oaks; Camarillo Area Transit in Camarillo; Gold Coast Transit, and VISTA Coastal Express services in Ventura, as feasible.

Conejo Connection one-way passenger fares are: $3.00 for adults between 21 and 61 years of age; $3.00 for youth 6 to 20 years; and $1.50 for seniors aged 65 and older and for persons with disabilities. Children 5 and under ride free if accompanied by a fare paying adult.

The SmartCard Passport fares are: adults $105; youth $105; seniors and persons with disabilities $52. Purchased monthly, this passport is valid for unlimited trips on all Ventura County fixed-route public bus systems . A cash debit feature is also available.

Attachment B (Revised)

PERFORMANCE REPORTING

On a quarterly basis, VCTC will calculate and provide operating statistics and performance indicators for Weekday service, Saturday service, and for all periods combined, for monthly, quarterly, and total year-to-date periods, to include:

- Farebox Revenues
- Farebox Recovery Ratio*
- Contractor Operating Cost
- Total Adjusted Operating Costs
- Passengers
- Total Operating Cost per Passenger
- Vehicle Service Hours
- Total Operating Cost per Vehicle Service Hour
- Passengers per Vehicle Service Hour
- Total Hours
- Vehicle Service Miles
- Passengers per Vehicle Service Mile
- Total Miles

* Farebox Recovery Ratios shown will be the adjusted ratio so that all transit systems may be compared equally. For all VISTA contract services, this means that operating costs equal the sum of operating and maintenance costs contained in each contract, or, conversely, contract costs minus all capital costs.

VISTA HIGHWAY 101 BOARDINGS PER YEAR

Jan 2011-Dec 2011

	STOP	Pass. per Weekday	Total Weekday	Pass. per Saturday	Total Saturday	Total pass. per Year
1	THOUSAND OAKS TRANSP CENTER	55.8	14,330	0.0	0	14,330
2	OAKS MALL (4)	56.1	14,410	30.0	1591	16,001
3	CONEJO INDUSTRIAL PARK	7.8	2,012	1.2	64	2,076
4	PARDEE PLAZA	19.0	4,891	7.8	414	5,305
5	LEISURE VILLAGE	0.2	58	0.2	8	67
6	CAMARILLO METROLINK STATION	9.0	2,306	17.9	951	3,257
7	CAMARILLO OUTLETS	16.6	4,261	11.4	605	4,866
8	CARMEN PLAZA	59.6	15,320	16.4	870	16,190
9	ESPLANADE MALL	72.3	18,576	29.1	1543	20,119
10	VENTURA COUNTY GOV CENTER	13.2	3,385	0.0	0	3,385
11	VENTURA COLLEGE	14.8	3,811	0.0	0	3,811
12	SAINT BONAVENTURE HS	0.2	54	0.0	0	54
13	VENTURA PIER	0.0	0	6.3	333	333
14	PACIFIC VIEW MALL	14.2	3,639	41.9	2222	5,861
		338.7	87,053	162.3	8602	95,655

By Jurisdiction

	Yearly Boardings	Percent
Thousand Oaks	32,408	33.88%
Camarillo	29,684	31.03%
Oxnard	20,119	21.03%
Ven County	3,385	3.54%
Ventura	10,060	10.52%
	95,655	100.00%

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Item # 9J(2)

June 1, 2012

TO: **VISTA EAST COUNTY COMMITTEE**

FROM: **MYRA MONTEJANO, TRANSIT SPECIALIST**

SUBJECT: **CONSIDER FY 2012/13 COST DISTRIBUTION FORMULA AND COOPERATIVE AGREEMENT**

RECOMMENDATION:

- Adopt local cost formula for FY 2012/13 VISTA East County service.
- Approve the FY 2012/13 VISTA East County Cooperative Agreement.

BACKGROUND

Each year the VISTA Committees determine formulas to allocate local costs associated with their respective VISTA services. As in past years, the formula for VISTA East County local cost for the current year (FY 11-12) is based on the populations of the cities which directly benefit from the service.

The following table lists cost distribution percentages for the current year and proposed distributions for FY 2012/13 based on 2011 calendar year California Department of Finance projections (the most current population statistics available, Moorpark- 34,826 Simi Valley- 125,317 and Thousand Oaks- 128,031).

Population Proportion and Cost Share

Agency	FY 11/12 Proposed Formula	FY 12/13 Proposed Formula
Moorpark	12.75%	12.09%
Simi Valley	43.06%	43.49%
Thousand Oaks	44.19%	44.42%
Total	100.00%	100.00%

Total cost for 2012-13 East County Route service is projected to be approximately $714,100, which is about a 2.16% increase from the FY 2011-12 budget. Cost increase is due to the yearly contract cost increase. Fare revenue increase or 3% is due to the fare increase implemented last year on all VISTA routes.

VISTA EAST COUNTY SERVICE COST

	2011-12	2012-13	Percent Change
Capital Cost	$ 419,294	$428,500	2.15%
Operating Cost	$ 279,412	$285,600	2.17%
Total Contract Cost	$ 698,706	$714,100	2.16%
Federal 80% of Cap	$ 335,435	$342,800	2.15%
Fare Revenue	$ 85,793	$88,477	3.03%
Total Local Cost	$ 277,477	$282,823	1.89%
Net Local Cost	$ 277,477	$282,823	1.89%

PROPOSED COOPERATIVE AGREEMENT

Continuing our practice from last year, we are proposing a brief amendment to extend the 2001-2002 agreement for an additional year to cover service during FY 2012-13.

Attached is the proposed Amendment to the VISTA East County Agreement for the Committee's consideration based on the cost distribution formula discussed above.
After Commission action, the agreements will be transmitted to the appropriate agencies for concurrence.

Staff Contact: Myra Montejano 642-1591, ext. 114.

AMENDMENT (FY 2012/13)
TO COOPERATIVE AGREEMENT
FY 2001/02
VENTURA INTERCITY SERVICE TRANSIT AUTHORITY (VISTA)

EAST

This Amendment (FY 2012/13) to the Cooperative Agreement FY 2001/02 VISTA East ("Amendment") is made and entered into by and among the CITY OF MOORPARK (Moorpark), the CITY OF SIMI VALLEY (Simi Valley), the CITY OF THOUSAND OAKS (Thousand Oaks) and the VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC). Moorpark, Simi Valley and Thousand Oaks are collectively referred to herein from time to time as the "AGENCIES."

This Amendment continues the VISTA East service, under the terms and conditions of the Cooperative Agreement, FY 2001/02, Ventura Intercity Service Transit Authority (VISTA) East ("Cooperative Agreement"), except to the extent amended hereby, for FY 2012/13.

The Cooperative Agreement is hereby amended as follows:

A. Section 3: Funding
For FY 2012/2013, the required local match shall be paid by the AGENCIES as stated below.

	Percent	Approximate Net Share*
City of Moorpark	12.09%	$ 34,180.00
City of Simi Valley	43.49%	$ 122,990.00
City of Thousand Oaks	44.43%	$ 125,653.00

*Excluding Credit

B. Section 7: Meetings
Meetings of the AGENCIES and VCTC shall be held in accordance with the "Brown Act" at least once each fiscal year, and shall be held in conjunction with VCTC Board meetings. All decisions on service shall be made jointly by the AGENCIES participating in the local funding of this route, with each of the AGENCIES having one vote and majority vote ruling. The VCTC member of each of the participating AGENCIES shall be designated as a voting member.

C. (Revised) Attachment "A"- Route and Service Description- is attached and incorporated herein by this reference.

D. (Revised) Attachment "B"- Performance Reporting- is attached and incorporated herein by this reference.

Except as amended hereby, the terms and conditions set forth in the Cooperative Agreement shall remain in full force and effect.

In witness whereof, the parties hereto have executed this Agreement on the dates stated below.

CITY OF MOORPARK	**APPROVED AS TO FORM**
By ______________________________	______________________________
Date	City Attorney Date
CITY OF SIMI VALLEY	**APPROVED AS TO FORM**
By ______________________________	______________________________
Date	City Attorney Date
CITY OF THOUSAND OAKS	**APPROVED AS TO FORM**
By ______________________________	______________________________
Date	City Attorney Date
VENTURA COUNTY TRANSPORTATION COMMISSION	**APPROVED AS TO FORM**
By ______________________________	______________________________
Date	General Counsel Date
	APPROVED AS TO CONTENT
	______________________________
	Executive Director Date

Attachment A (Revised)

ROUTE AND SERVICE DESCRIPTION

The following is a general description of the VISTA-EAST COUNTY service, which may be revised and/or adjusted during the fiscal year by agreement of the AGENCIES.

The route is an intercity, fixed route, express bus service in eastern Ventura County with connections to adjacent Los Angeles County. The route includes stops at: Thousand Oaks Transit Center (Rancho Road), Oaks Mall, Westlake Boulevard/Townsgate Road and the Thousand Oaks Library in Thousand Oaks; the Simi Valley Town Center in Simi Valley; Moorpark College, and the Moorpark Metrolink Station in Moorpark.

On weekdays, service will operate between approximately 6 AM and 7 PM. In the morning and evening peak hours, the buses will run on approximately 60-minute headways. In the off-peak hours, the headways may increase to approximately 120 minutes. The peak hours will be a minimum of three hours in the morning and three hours in the afternoon.

Saturday service will operate between approximately 7 AM and 6 PM. The buses will run on approximately 60-minute headways. In the off-peak hours, the headways may increase to approximately 120 minutes. The peak hours will be defined in the final schedule, but it will be a minimum of three hours in the morning and three hours in the afternoon.

The schedule will be arranged to provide timed transfers with local and intercounty transit providers such as the Simi Valley Transit (which provides connecting access to the Simi Metrolink Station); Thousand Oaks Transit, the VISTA-101/Conejo Connection service, Moorpark Transit, and Los Angeles MTA as feasible.

<u>VISTA EAST one-way passenger fares</u> are: $1.25 for adults between 21 and 61 years of age; $1.25 for youth 6 to 20 years; and 60 cents for seniors aged 62 and older and for persons with disabilities. Children 5 and under ride free if accompanied by fare paying adult.

<u>The SmartCard Passport fares</u> are: adults $50; youth $50; seniors and persons with disabilities $25. Purchased monthly, this passport is valid for unlimited trips on all Ventura County fixed-route public bus systems (not including inter-county service). A cash debit feature is also available.

Attachment B (Revised)

PERFORMANCE REPORTING

On a quarterly basis, VCTC will calculate and provide operating statistics and performance indicators for Weekday service, Saturday service, and for All Periods combined, for monthly, quarterly, and total year-to-date periods, to include:

- Farebox Revenues
- Farebox Recovery Ratio*
- Contractor Operating Cost
- Total Adjusted Operating Costs
- Passengers
- Total Operating Cost per Passenger
- Vehicle Service Hours
- Total Operating Cost per Vehicle Service Hour
- Passengers per Vehicle Service Hour
- Total Hours
- Vehicle Service Miles
- Passengers per Vehicle Service Mile
- Total Miles

* Farebox Recovery Ratios shown will be the adjusted ratio so that all transit systems may be compared equally. For all VISTA contract services, this means that operating costs equal the sum of operating and maintenance costs contained in each contract, or, conversely, contract costs minus all capital costs.

Item # 9J(3)

June 1, 2012

TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: MYRA MONTEJANO, TRANSIT SPECIALIST

SUBJECT: CONSIDER FY 2012/13 COST DISTRIBUTION FORMULA AND COOPERATIVE AGREEMENT

RECOMMENDATION:

- Adopt local cost formula for FY 2012/2013 VISTA Hwy. 126, Fillmore and Santa Paula DAR services.
- Approve the FY 2012/2013 VISTA Hwy. 126, Fillmore and Santa Paula Cooperative Agreement.

COST AND COST DISTRIBUTION FORMULA FOR 2012-13

Each year the VISTA Committees determine formulas to allocate local costs associated with their respective VISTA services. For the current fiscal year (FY 11/12) the local cost formulas for VISTA Fillmore and Santa Paula Dial–a-Rides are based on a 1/3, 1/3, 1/3 split between the County, City of Fillmore and City of Santa Paula.

For the VISTA 126 Route, San Buenaventura's share has historically been based on the percent of residents of that city who have used the 126 bus. Santa Paula and the County each pay 1/3, and Fillmore pays the balance. In the following table we have used more recent survey data (the 2011 Survey), which indicate that 12% of the 126 passengers lived in Ventura.

The following tables list cost distribution percentages for the current year and recommended distributions for FY 2012/13:

HIGHWAY 126 COST DISTRIBUTION

Agency	FY 11/12 Adopted Formula	FY 12/13 Recommended Formula
Fillmore	25.84%	21.34%
Ventura	7.50%	12%
Santa Paula	33.33%	33.33%
County	33.33%	33.33%
Total	100%	100%

SANTA PAULA AND FILLMORE DIAL A RIDES COST DISTRIBUTION

Agency	FY 11/12 Adopted Formula	FY 12/13 Recommended Formula
Fillmore	33.33%	33.33%
Santa Paula	33.33%	33.33%
County	33.33%	33.33%
Total	100.00%	100.00%

Total Cost for 2012-13 Route 126 service is projected to be approximately $883,700, which is about a 3% increase from the current year budget. The increase is due to 3.5% contract cost increase. The increase in fare revenue is due to the ridership increase which happened simultaneously with the fare increase implemented last year which in effect has decreased the net local cost.

Due to service demands as well as capacity issues on HWY 126, in March Staff applied for JARC funds in order to increase service demands as well as extend service hours on HWY 126. Unfortunately, VCTC was not awarded JARC fund. Staff will be working with the City of Fillmore, City of Santa Paula and the County of Ventura to discuss the additional service and the additional costs.

VISTA 126 SERVICE COST

	FY 11/12	FY 12/13	% Change
Capital Cost	$514,810.43	$530,000	2.92%
Operating Cost	$343,062.90	$353,400	2.93%
Total Contract Cost	$857,873.33	$883,700	2.92%
Federal 80% of Cap	$411,848.34	$424,240	2.92%
Fare Revenue	$205,027.13	$263,326	22.14%
Net Local Cost	$240,997.86	$196,134	-22.87%

Total cost for the Santa Paula and Fillmore Dial-A-Rides will increase by about 2.85% for Santa Paula and 2.98% for Fillmore. The increase in both Santa Paula and Fillmore Dial-A-Ride is due to the 3% yearly contract increase. Fare revenue has also increase due to the fare increase implemented last year. The increase has not been as significant as on the other VISTA lines due in part to ridership decrease when fare increase was implemented last year.

VISTA SANTA PAULA DAR SERVICE COST

	FY 11/12	FY 12/13	% Change
Capital Cost	$714,961.36	$735,900.00	2.85%
Operating Cost	$539,552.62	$555,400.00	2.85%
Total Contract Cost	$1,254,513.98	$1,291,300.00	2.85%
Federal 80% of Cap	$571,969.09	$588,720.00	2.85%
Fare Revenue	$74,257	$80,370.00	7.61%
Net Local Cost	$608,287.87	$622,210.00	2.24%

FILLMORE DAR SERVICE COST

	FY 11/12	FY 12/13	% Change
Capital Cost	$670,882.52	691500	2.98%
Operating Cost	$506,288.09	$521,800.00	2.97%
Total Contract Cost	$1,177,170.61	$1,213,300.00	2.98%
Federal 80% of Cap	$536,706.02	$553,200.00	2.98%
Fare Revenue	$82,819.32	$87,701.00	5.57%
Net Local Cost	$557,645.27	$572,399.00	2.58%

PROPOSED COOPERATIVE AGREEMENT

Continuing VCTC practice from last year, staff is proposing a brief amendment to extend the 2001-2002 agreement for an additional year to cover service during 2012-13.

Attached is the proposed Amendment to the VISTA Hwy 126 Agreement for the Committee's consideration based on the costs and cost distribution formulas discussed above.

After Commission action, the agreements will be transmitted to the appropriate agencies for concurrence.

Staff Contact: Myra Montejano 642-1591, ext. 114.

AMENDMENT (FY 2012/13)
TO COOPERATIVE AGREEMENT
FY 2001/02
VENTURA INTERCITY SERVICE TRANSIT AUTHORITY (VISTA)

HIGHWAY 126 ROUTE, FILLMORE, SANTA PAULA DIAL-A-RIDES

This Amendment (2012-13) to the Cooperative Agreement FY 2001/02 for VISTA Highway 126 Route, Fillmore, Santa Paula Dial-a-Rides ("Amendment") is made and entered into by and among the CITY OF FILLMORE (Fillmore), the CITY OF SAN BUENAVENTURA (Ventura), the CITY OF SANTA PAULA (Santa Paula), the COUNTY OF VENTURA (County) and the VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC). Fillmore, San Buenaventura, Santa Paula and the County are collectively referred to herein from time to time as the "AGENCIES."

This Amendment continues the VISTA 126 Route, Fillmore and Santa Paula Dial-a-Ride services under the terms and conditions of the Cooperative Agreement, FY 2001/02, Ventura Intercity Service Transit Authority (VISTA) Highway 126, Fillmore, Santa Paula Dial-a-Rides ("Cooperative Agreement"), except to the extent amended hereby, for FY 2012-13.

The Cooperative Agreement is hereby amended as follows:

A. Section 3: Funding
For FY 2012-13, the required local match shall be paid by the AGENCIES based on funding shares per jurisdiction as follows:

	Percent	Approximate Net Share*
Fillmore	33 % of DAR's, 21.34 % of Route 126 bus	$ 440,057.00
Ventura	12 % of Route 126 bus only	$ 23,536.00
Santa Paula	33 % of 126 bus and both DAR's	$ 463,575.00
County	33 % of 126 bus and both DAR's	$ 463.575.00

B. Section 7: Meetings
Meetings of the AGENCIES and VCTC shall be held in accordance with the "Brown Act" at least once each fiscal year, and shall be held in conjunction with VCTC Board meetings. All decisions on service shall be made jointly by the AGENCIES participating in the local funding of this route, with each of the AGENCIES having one vote and majority vote ruling. The VCTC member of each of the participating AGENCIES shall be designated as a voting member.

C. (Revised) Attachment "A"- Route and Service Description- is attached and incorporated herein by this reference.

D. (Revised) Attachment "B"- Performance Reporting- is attached and incorporated herein by this reference.

Except as amended hereby, the terms and conditions set forth in the Cooperative Agreement shall remain in full force and effect.

In witness whereof, the parties hereto have executed this Agreement on the dates stated below.

CITY OF FILLMORE	**APPROVED AS TO FORM**
By ______________________________	______________________________
Date	City Attorney Date
CITY OF SAN BUENAVENTURA	**APPROVED AS TO FORM**
By ______________________________	______________________________
Date	City Attorney Date
CITY OF SANTA PAULA	**APPROVED AS TO FORM**
By ______________________________	______________________________
Date	City Attorney Date
COUNTY OF VENTURA	**APPROVED AS TO FORM**
By ______________________________	______________________________
Date	County Counsel Date
VENTURA COUNTY TRANSPORTATION COMMISSION	**APPROVED AS TO FORM**
By ______________________________	______________________________
Date	General Counsel Date
	APPROVED AS TO CONTENT
	______________________________
	Executive Director Date

Attachment A (Revised)

ROUTE AND SERVICE DESCRIPTION

The following is a general description of the VISTA-HWY 126 and VISTA Fillmore and Santa Paula DAR's, and may be revised and/or adjusted during the fiscal year by agreement of the AGENCIES.

<u>VISTA Hwy 126 Service</u>

The VISTA Hwy 126 service is an intercity, fixed route, express bus service along the State Route 126 corridor between Fillmore, Santa Paula and San Buenaventura. The route includes stops at: Fillmore Senior Center in Fillmore; Santa Paula City Hall and K-Mart Park and Ride in Santa Paula; and Wells Center, County Government Center, Ventura College, St. Bonaventure High School, the County Medical Center, Ventura Pier and the Pacific View Mall (Ventura Transit Center) in Ventura.

On weekdays service will operate between approximately 6 AM and 8 PM. In the morning and afternoon peak hours, regular buses will run on approximately 60-70 minute headways. Morning service will be supplemented with a third bus. In the off-peak hours, the headways may increase to approximately 120 minutes. The peak hours will be defined in the final schedule, but it will be a minimum of three hours in the morning and three hours in the afternoon.

Saturday and Sunday service will operate between approximately 8 AM and 6 PM. In the morning and evening peak hours, the buses will run on approximately 60-70 minute headways. In the off-peak hours, the headways may increase to approximately 120 minutes. The peak hours will be defined in the final schedule, but it will be a minimum of three hours in the morning and three hours in the afternoon.

The schedule will be arranged to provide timed transfers to local and intercounty transit providers such as Santa Paula and Fillmore Dial-a-Rides, the VISTA 101, VISTA Coastal Express, VISTA Conejo Connection and Gold Coast Transit, as feasible.

<u>Fillmore/Piru Area and Santa Paula Dial-a-Ride Services</u>

General public dial-a-ride service operates from a dispatch center located in the City of Fillmore for (1) Fillmore and the nearby unincorporated communities, such as Piru, Bardsdale and the Rancho Sespe Housing Development, and (2) Santa Paula and surrounding unincorporated areas. Service for the Fillmore DAR is provided weekdays between the hours of 6:00 AM and 8:00 PM on demand (within 60 minutes of the call being received) and Saturdays and Sundays between 7:00 AM and 6:00 PM. Service for the Santa Paula DAR will operate weekdays between 6:00 AM and 7:30 PM and Saturdays and Sundays between 8:00 AM and 5:30 PM. Trip reservations can be made up to a week in advance.

The general service boundaries for the DAR services, which may be adjusted from time to time by COMMISSION, are as follows: Fillmore DAR service will include the Fillmore City limits, Old Telegraph Road/Grand Avenue on the west; Grand Avenue/Bridge Street on the north; the communities of Piru and Rancho Sespe Housing Development to the east; and the community of Bardsdale on the south. The general service boundaries for the Santa Paula Commuter Bus and Santa Paula DAR service are the Santa Paula City limits and adjacent unincorporated areas and including the Mupu and Briggs Schools to the west.

The Fillmore DAR will be routed by the Fillmore Senior Center (Community Building) to meet the intercity, fixed route express bus service. The Santa Paula DAR will be routed by the Santa Paula City Hall and K-Mart each for transfer coordination to the intercity, fixed route express bus service. Reservations are not needed for transfers from the fixed route to the DAR's at the Fillmore Senior Center, Santa Paula City Hall and Santa Paula K-Mart. This Dial-a-Ride will also make stops at businesses en route.

FARES

VISTA-HWY 126 one-way passenger fares are: $1.25 for adults between 21 and 65 years of age; $1.25 for youth 6 to 20 years; and 60 cents for seniors aged 65 and older and for persons with disabilities. Children 5 and under ride free if accompanied by fare paying adult. VISTA-operated Dial-a-Ride fares are $1.75. The fare includes one transfer to VISTA intercity service.

The SmartCard Passport fares are: adults $50; youth $50; seniors and persons with disabilities $25. Purchased monthly, this passport is valid for unlimited trips on all Ventura County fixed-route public bus systems (not including inter-county service). A cash debit feature is also available. For an additional 50 cents per trip, holders of the base pass may use the Dial-A-Rides, except on systems where this offer is not valid.

The Dial-a-Ride monthly Passport fares are: adults $60; students $60; seniors and persons with disabilities $38. These fares include Dial-a-Ride and fixed route transportation within Ventura County. A monthly pass for Dial-a-Ride service only is available for $20. A day pass can also be purchased from the drivers or from the FATCO office in Fillmore at a cost of $3.50. The pass can be used for an unlimited number of trips on the Fillmore DAR, Santa Paula DAR and Hwy 126 buses that day.

Attachment B (Revised)

PERFORMANCE REPORTING

On a quarterly basis, VCTC will calculate and provide operating statistics and performance indicators for Weekday service, Saturday service, and for All Periods combined, for monthly, quarterly, and total year-to-date periods, to include:

- Farebox Revenues
- Farebox Recovery Ratio*
- Contractor Operating Cost
- Total Adjusted Operating Costs
- Passengers
- Total Operating Cost per Passenger
- Vehicle Service Hours
- Total Operating Cost per Vehicle Service Hour
- Passengers per Vehicle Service Hour
- Total Hours
- Vehicle Service Miles
- Passengers per Vehicle Service Mile
- Total Miles

* Farebox Recovery Ratios shown will be the adjusted ratio so that all transit systems may be compared equally. For all VISTA contract services, this means that operating costs equal the sum of operating and maintenance costs contained in each contract, or, conversely, contract costs minus all capital costs.

Item #9K

June 1, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: LEGISLATIVE UPDATE AND POSITIONS ON BILLS

RECOMMENDATION:

- Adopt SUPPORT position on SB 1189 (Hancock) to provide for appropriation of Proposition 1A High Speed Rail Connectivity funds.

BACKGROUND:

Federal Issues

The Conference Committee established to negotiate between the House and Senate transportation authorization bills has been organized and begun its work. The conference committee members have been appointed, with Senator Boxer as the Chair. The Committee includes one other Californian, Congressman Henry Waxman (D-Los Angeles). The Committee faces a June 30th deadline for passage of the legislation due to expiration of the current authorization extension.

At this time the significant differences between the bills that affect Ventura County are primarily the length of the authorization, which is until September 30, 2013 in the Senate bill, but only until September 30, 2012 in the House bill, and the overall level of funding and California's share, both of which are significantly higher in the Senate bill. Another item of concern is that the Senate bill (Moving Ahead for Progress in the 21st Century, or MAP-21) eliminates high-occupancy vehicles lanes with bus service from the transit guideway apportionment formula. Federal transit funding is currently based, in part, on miles of transit guideway, which in Ventura County includes Metrolink tracks. Under existing law VCTC could eventually receive several hundred thousand dollars per year in additional funds due to the Coastal Express bus service using the Route 101 HOV lanes currently under construction, but the Senate bill removes this provision. In addition, the Senate bill eliminates the alternative fuel tax credit program which saves Ventura County agencies an estimated $500,000 per year. The Southern California transportation agencies have sent a letter to the conference committee addressing these and other issues of concern.

State Issues

Attachment A provides the monthly report of Tim Egan, the Commission's state lobbyist. The report provides a recommendation to support SB 1189 (Hancock), a bill to appropriate $523.4 million in Proposition 1A High Speed Rail Connectivity funds. The report also provides an update on AB 1778, which passed the Assembly Transportation Committee but was voted down by the full Assembly. As of this writing, SB 1225, the bill to provide local control of the LOSSAN (Pacific Surfliner) corridor, was being held in suspense in the Senate Appropriations Committee, and was facing a May 25th deadline to pass that Committee.

ATTACHMENT A

Capital Representation Group

May 22, 2012

To: Ventura County Transportation Commission
Darren Kettle
Peter DeHaan

From: Tim Egan

Subject: **LEGISLATIVE REPORT**

<u>STATE LEGISLATION</u>

<u>AB 1778</u> (Williams) – VCTC Local Transportation Funds

As previously reported by the Executive Director, the Assembly considered AB 1778 on May 14, 2012 and was denied passage by a 31 Ayes, 28 Noes, 21 No Voting. Assemblyman Williams was granted reconsideration to take the bill up again prior to June 1, the last day to pass bills from the house of origin. Of the Members that represent parts of Ventura County, Assembly Members Gorell and Smyth voted no with Assemblywoman Brownley not voting. Assemblymen Gorell and Jeffries (as lead Assembly Republican and Vice Chair of the Transportation Committee) spoke in opposition to AB 1778, with Assemblyman Williams speaking in support.

<u>SB 1225</u> (Padilla) – LOSSAN Intercity Passenger Rail Act of 2012

SB 1225 is the measure which would authorize CALTRANS to enter into an interagency transfer agreement for the LOSSAN intercity rail corridor. SB 1225 passed the Senate Transportation & Housing Committee on April 24, and was heard in the Senate Appropriations Committee and placed on the "Suspense File."

The Appropriations Committee staff has raised some significant fiscal concerns, the most prevalent being the, "cost pressures of approximately $25 million annually to the Public Transportation Account from 2014-15 to 2019-20 to maintain and continue the operating costs at the current Amtrak cost allocation. Currently, the LOSSAN corridor is funded with approximately $24 million in state funds and $25 million in federal funds, but as of October 2013, federal funds will no longer be available and the corridor will require nearly $50 million in state funding to operate at current levels of service, which is mandated in the bill." The Committee staff is recommending that the bill be amended to conform more closely to the existing statute that was used to execute the Capitol Corridor JPA to insulate the state from increased risk, and instead leave these matters to further negotiations, rather than mandate them in statute. If the Committee were to accept this recommendation, then the bill would be amended to remove the mandate that funding be maintained at the current Amtrak cost allocation formula, and remove the provisions that prohibit the use of local funds for expenditure to offset any redirection, elimination or reduction of existing state funds to support the LOSSAN rail services.

The Appropriations Committee will further consider and vote on the bill on May 24 when the “Suspense File” is voted on. VCTC position is SUPPORT

SB 1189 (Hancock) – Prop 1A HSR Bond Funds for Commuter and Urban Rail

SB 1189 would appropriate $523.4 million from the Proposition 1A high-speed rail bonds that the California Transportation Commission will allocate to commuter and urban rail transit operators.

Proposition 1A which the voters approved for high-speed rail development includes funding of $950 million for conventional intercity, commuter and urban rail connectivity projects. Of this amount, $190 million is for intercity rail, and the remaining $760 million is for commuter rail and urban rail connectivity projects and for rehabilitation, safety, and modernization of rail facilities, including rail rolling stock.

Requires that the $760 million be distributed among rail operators on a formula bases that considers recipient’s percentage of track miles, percentage of vehicle miles, and percentage of annual passenger trips.

The $523.4 million SB 1189 would appropriate are for projects identified by the Senate Budget Committee staff that CTC believes are ready to go to construction and rail service enhancements once an appropriation is approved. Further, SB 1189 would be consistent with the Regional MOU recently executed between SCAG and the HSR Authority to facilitate early investments in commuter rail projects operated by Metrolink that would benefit commuters in the near-term and would be usable by high-speed rail in the future, and that improve connectivity between high-speed rail and conventional rail.

SB 1189 is currently before the Senate Appropriations Committee and will be voted on as part of the “Suspense File” on May 24.

RECOMMENDED POSITION: SUPPORT

ATTACHMENT B

VENTURA COUNTY TRANSPORTATION COMMISSION
STATE LEGISLATIVE MATRIX BILL SUMMARY
April 25, 2012

BILL/AUTHOR	SUBJECT	POSITION	STATUS
AB 441 Monning	Directs that voluntary guidelines be provided for General Plans and Regional Transportation Plans to address health effects.	Oppose	In Senate Transportation and Housing Committee.
AB 1229 Feuer	Authorizes issuance Grant Anticipation Notes through the California Transportation Financing Authority.	Support	In Senate Appropriations Committee.
AB 1778 Williams	Advanced to July 1, 2013 the date by which all Local Transportation Funds in Ventura County must be spent on transit. Amended version removes this advancement and instead provides for redistribution of funds within Ventura County if a jurisdiction does not spend all its funds.	Oppose Unless Amended	Failed in Assembly 31-29 (less than a majority of the total house voting in favor).
AB 2488 Williams	Allows three-bicycle racks on Gold Coast Transit buses.	Support	Passed Assembly 73-0. In Senate Transportation and Housing Committee.
SB 867 Padilla	Authorizes tax credit bond program for transportation projects.	Support	Died in Senate Transportation & Housing Committee.
SB 1189 Hancock	Appropriates $523.4 million in Proposition 1A High Speed Rail Connectivity funds.	**Support**	Passed Senate Transportation & Housing Committee 6-3. In Senate Appropriations Committee.

VENTURA COUNTY TRANSPORTATION COMMISSION STATE LEGISLATIVE MATRIX BILL SUMMARY April 25, 2012			
BILL/AUTHOR	**SUBJECT**	**POSITION**	**STATUS**
SB 1225 Padilla	Implements LOSSAN corridor agency local governance recommendation.	Support In Concept	In Senate Appropriations Committee.

Recommended position in this agenda shown in **bold**.

Item #10

June 1, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **GLORIA E. SOTELO, PROGRAM MANAGER - GO VENTURA TRANSIT SVCS**
VICTOR KAMHI, BUS TRANSIT DIRECTOR

SUBJECT: **CUBIC TRANSPORTATION SYSTEMS, INC. MAINTENANCE/OPERATIONS AGREEMENT, AEGIR SYSTEMS, INC. BUS EQUIPMENT SUPPORT AGREEMENT AND AEGIR SYSTEMS, INC. NEXTBUS & CUBIC SMARTCARD/INFODEV INC. PREVENTIVE MAINTENANCE SERVICE AGREEMENT. TOTAL OF $216,950.**

RECOMMENDATION:

- Find that a sole source procurement for Cubic Transportation Systems Inc. and Aegir Systems, Inc., are justified. In accordance with the Public Utilities Code (PUC) section 130237, a finding for sole sourcing requires a two-thirds vote of the Commission, with twelve affirmative votes.

- Approve agreement with Cubic Transportation Systems, Inc., for one year of Maintenance and Operations of the Smartcard system at a cost of $124,400 funded through the Federal Transit Administration (FTA) and Local Transportation Fund (LTF).

- Approve agreement with Aegir Systems, Inc., for one year of Bus Equipment Support of the Cubic Smartcard system at a cost Not To Exceed $75,000 funded through FTA and LTF.

- Approve agreement with Aegir Systems, Inc., for one year of Preventive Maintenance Support of the Nextbus & Cubic Smartcard/Infodev, Inc., systems at a cost of $17,550 funded through the FTA and LTF.

BACKGROUND:

For twelve (12) years the Ventura County Transportation Commission (VCTC) has operated the Cubic "Go Ventura" Smartcard proprietary electronic Automated Fare Collection (AFC) System. The system allows Ventura County to provide a countywide bus pass. In addition to the AFC system VCTC integrated Infodev, Inc.'s Automatic Passenger Counters (APC's) into the overall system. The AFC system provides transit operators with boarding and alighting data for each bus stop in the county for their operations and allows easier reporting of data required by the Federal Transit Administration (FTA). The system has successfully operated on the transit operators fixed route buses of; Camarillo Area Transit, Gold Coast Transit, Moorpark Transit, Simi Valley Transit, Thousand Oaks Transit, VISTA and VISTA Dial-A-Rides.

The “Go Ventura” Smartcard system is comprised of a complex network of 30 computers and 135 buses linked together to enable sales and use of the “Go Ventura” card. 16 Point-of-Sale outlets operate countywide, patrons can purchase or recharge the affordable and convenient card with monthly bus passes or E-purse product, which is similar to a debit card, fare deducted when tagged on-board. The two areas requiring system maintenance are; Smartcard computers (Cubic’s back-end systems) and equipment infrastructure (bus equip.) supported by Aegir Systems a local Ventura County contractor. Cubic and Aegir have worked historically together since installation of the system in 2000. To find another vendor to perform all the support Aegir provides and have the intimate knowledge Aegir has of the interworking of the system would not only be costly but would need to acquire the permission to learn and work with Cubic’s proprietary system. The VCTC staff oversees all aspects of project management, maintenance and operations of the “Go Ventura” Smartcard system.

The annual agreement with Cubic Transportation Systems is for Maintenance and Operations of the Smartcard system and continued operation of the Automated Fare Collection (AFC) System, workshop maintenance, software maintenance and support of the AFC system. The Aegir System support agreements are for countywide support of the transit operators Cubic Smartcard bus equipment, repairs, installations, de-installs, wiring, designing, driver and operator training and the Preventive Maintenance of the Nextbus Automatic Vehicle Location (AVL)/arrival prediction system & Cubic’s Smartcard/Infodev’s APC (automatic passenger counters) systems for the Ventura County Transportation Commission. The three agreements are due for annual renewal as of July 1, 2012 and it is prudent to renew the agreements for services at this time so that no interruption in service is encountered. The VCTC General Counsel has reviewed the three contract agreements; staff recommends the board authorize Cubic’s Maintenance/Operations (M&O) Agreement, Aegir Systems Bus Equipment Support Agreement and Preventive Maintenance Support Services Agreement.

DISCUSSION:

The agreements are submitted to the Commission annually, as sole source procurements without a competitive bid process. The Public Utilities Code (PUC) governs the Commission’s procurements and when the PUC was written, it did not envision some of the services or electronic applications commonly now in use. However, PUC section 130237 does allow for procurements without competitive bid for “the sole purposes of duplicating or replacing supply, equipment, or materials already in use”. Staff consulted with the Commission’s General Counsel last year and Counsel believes that sole sourcing for these contracts is appropriate for the reasons outlined previously.

The Cubic support agreement is to provide continuing support of “Maintenance and Operation Services” of the Smartcard electronic automated fare collection system (AFC) in place since installed in 2000. The Smartcard system is proprietary, if we went out to bid for the use of another vendor it would result in the replacement of all the installed hardware which includes; network system, sales outlets, transit operator depot computers, hardware on all county-wide fixed route buses and Vista Dial-A-Rides. The cost of replacing this system at this time would greatly exceed the cost of continuing this contract service. The cost of the original packaged system was greater than the cost of this service support contract. Since Cubic is a proprietary system, and is the only agency that provides support of its software, after twelve years in service VCTC has continued to invest in the support of the system, and has purchased and installed bus hardware for transit operators, equipment and supplies for bus pass sales at Point-of Sale Outlets (POS’s), as well as equipment for the backend (server/backup systems).

Staff is therefore recommending the Commission as in previous years find that sole source procurement is appropriate for the contract agreements in accordance with PUC section 130237. A finding for sole sourcing requires a two thirds vote of the Commission, with twelve affirmative votes. Staff is also recommending the Commission approve agreements for Service with Cubic Transportation Systems, Inc., and Aegir Systems, Inc. Your approval of the agreements requires a minimum of nine affirmative votes.

FUNDING:
The total cost for the three one year service agreements is $216,950. The funds for this project are available through the Federal Transit Administration (FTA) and Local Transportation Fund (LTF).

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Item #11

June 1, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: SALLY DEGEORGE, FINANCE DIRECTOR

**SUBJECT: TRANSPORTATION DEVELOPMENT ACT,
LOCAL TRANSPORTATION FUND,
APPRTIONMENT FOR FISCAL YEAR 2012/2013**

RECOMMENDATION:

- Adopt the Local Transportation Fund Apportionment for Fiscal Year 2012/2013 apportioning $29.23 million as shown in Attachment 1.

BACKGROUND:

Each year the Ventura County Transportation Commission (Commission) is responsible for apportioning the quarter cent statewide sales tax funds that accrue to Ventura County under the State Transportation Development Act (TDA) Local Transportation Fund (LTF). Eligible uses of LTF revenues include funds for Commission administration (amount determined by the Commission), County administration fees, Commission planning activities (capped at 2% of revenues), bicycle and pedestrian projects (capped at 2% after administrative and planning costs are deducted), rail passenger service operations/capital improvement with the remainder going to fund transit and if all transit needs are met, to street and road projects. Staff works with the County Auditor-Controller to determine the estimated fund balance for the upcoming fiscal year and the projected sales tax revenue. These funds are then apportioned by population and allocated throughout the fiscal year as receipts are received.

The Ventura County Auditor-Controller is projecting that Fiscal Year 2012/2013 Local Transportation Fund sales tax receipts will be $27.1 million (see Attachment 2). Additionally, the Auditor-Controller's office is increasing their estimate for Fiscal Year 2011/2012 by 1.5 million bringing the total for Fiscal Year 2011/12 from $25.6 million to $27.1 million.

In recognition of the volatility of sales tax revenue, the Commission at its March 2011 meeting adopted a new policy to maintain a reserve of roughly 10% of funds to be apportioned for Articles 4 (public transportation) and 8 (other allocations, currently transit and local streets and roads). Maintaining a larger reserve allows VCTC to “smooth out” sales tax fluctuations lowering the possibility of revised apportionments. Should LTF revenues received be lower than estimated, VCTC would be able to draw from the reserves to keep local jurisdictions whole for the fiscal year. The reserve for Fiscal Year 2011/2012 was approximately $2.6 million.

The reserve from Fiscal Year 2011/2012, plus the estimated $1.5 million increase from Fiscal Year 2011/2012 receipts along with the $0.7 million increase in receipts from Fiscal Year 2010/2011 leave the Local Transportation Fund an estimated beginning balance of approximately $4.8 million.

Per the TDA, the Commission apportions the article 4 and 8 funds based on the California Department of Finance population estimates. The Department of Finance issues the updated population estimates for the cities and counties in May of each year. The Fiscal Year 2012/2013 apportionment is based on the January 1, 2012 population estimate of 832,970 which incorporated adjustments for the 2010 census counts.

After reserving $2.7 million, the Fiscal Year 2012/2013 apportionment includes the following allocations:

- $1,651,131 Article 3 funds for Commission use:
    - $400,000 for Metrolink passenger rail purposes continuing to maximize LTF funds provided to local jurisdictions for transit and street and road projects by utilizing other funds, primarily State Transit Assistance (STA) funds.
    - $584,000 for planning activities which include Regional Transportation Planning, Regional Transit Planning, Transportation Improvement Program and Monitoring,
    - $667,131 placeholder for administration of Commission activities including ADA and Senior projects, Go Ventura Smartcard, Nextbus, Grant Administration, Transit Information Center, TDA Administration, Transportation Improvement Program and Monitoring as well as supporting the Commission’s office administration and management.
- $15,000 Article 3 funds for the County Auditor-Controller’s administrative costs.
- $558,677 Article 3 funds for Bicycle and Pedestrian projects.
- $26,975,192 (an increase of $1,045,808 from Fiscal Year 2011/2012) for apportionment to Articles 4 and 8 for Transit and Street and Road projects.

ATTACHMENT 1
VENTURA COUNTY TRANSPORTATION COMMISSION
TDA LOCAL TRANSPORTATION FUND APPORTIONMENT FOR FISCAL YEAR 2012/2013

	FINAL FY 2012/2013	FINAL FY 2011/2012	Change vs. FY 2011/2012	Draft FY 2012/2013	Change vs. Draft FY 2012/2013
Estimated Unapportioned Fund Balance	**4,800,000**	5,300,000	-500,000	4,800,000	0
Contingency Reserve	**-2,700,000**	-2,590,000	-110,000	-2,670,000	-30,000
Estimated Annual LTF Receipts	**27,100,000**	25,600,000	1,500,000	27,100,000	0
Total Funds Available	**29,200,000**	28,310,000	890,000	29,230,000	-30,000
Auditor's Administrative Costs	**15,000**	15,000	0	15,000	0
VCTC Administrative Costs	**667,131**	862,082	-194,951	1,000,000	-332,869
VCTC Planning Costs	**584,000**	566,200	17,800	584,600	-600
Subtotal	**27,933,869**	26,866,718	1,067,151	27,630,400	303,469
Article 3 Bikeway/Pedestrian Fund	**558,677**	537,334	21,343	552,608	6,069
Subtotal	**27,375,192**	26,329,384	1,045,808	27,077,792	297,400
Article 3 Commuter Rail	**400,000**	400,000	0	400,000	0
Total to be Apportioned	**26,975,192**	25,929,384	1,045,808	26,677,792	297,400

Article 4 and Article 8 by Agency	Population	Pop %	FINAL FY 2012/2013	FINAL FY 2011/2012	Change vs. FY 2011/2012	Draft FY 2012/2013	Change vs. Draft FY 2012/2013
Camarillo	66,407	7.97%	**2,150,547**	2,060,558	89,989	2,120,033	30,514
Fillmore	15,145	1.82%	**490,461**	473,274	17,187	486,934	3,527
Moorpark	34,826	4.18%	**1,127,817**	1,086,465	41,353	1,117,824	9,993
Ojai	7,535	0.90%	**244,016**	235,103	8,913	241,889	2,127
Oxnard	200,390	24.06%	**6,489,500**	6,251,539	237,961	6,431,979	57,521
Port Hueneme	21,682	2.60%	**702,157**	672,256	29,902	691,659	10,498
San Buenaventura	107,166	12.87%	**3,470,501**	3,353,110	117,391	3,449,892	20,609
Santa Paula	29,882	3.59%	**967,709**	924,356	43,353	951,036	16,673
Simi Valley	125,317	15.04%	**4,058,310**	3,913,464	144,845	4,026,420	31,890
Thousand Oaks	128,031	15.37%	**4,146,202**	3,992,688	153,513	4,107,930	38,272
Ventura County - Unincorporated	96,589	11.60%	**3,127,972**	2,966,571	161,401	3,052,196	75,776
Total	832,970	100.00%	**26,975,192**	25,929,384	1,045,808	26,677,792	297,400

ATTACHMENT 2

CHRISTINE L. COHEN
AUDITOR-CONTROLLER
County of Ventura
800 South Victoria Avenue
Ventura, CA 93009-1540

CHIEF DEPUTIES
LOUISE WEBSTER
SANDRA BICKFORD
BARBARA BEATTY
JOANNE McDONALD

January 10, 2012

Mr. Darren Kettle, Executive Director
Ventura County Transportation Commission
950 County Square Drive
Ventura, CA 93003

RECEIVED JAN 1 0 2012

SUBJECT: LOCAL TRANSPORTATION FUND FY 2012-13 ESTIMATES

Dear Mr. Kettle:

The Auditor-Controller's conservative estimate of the Local Transportation Fund (LTF) revenues for fiscal year 2012-13 is $27.1 million based on no current projected growth. As you are aware, projections are very uncertain given the current economic climate and state budget shortfalls. It may be prudent to budget a contingency account to be allocated midyear if projections remain strong. We will continue to review this projection as additional information becomes available and will issue a revised forecast if necessary.

For FY 2011-12 we had projected $25.6 million. This estimate is currently revised to $27.1 million. In addition, based on the allocation schedule provided by your office, we estimate that approximately $58,088 in interest will be earned by the fund during fiscal year 2011-12 and be available for allocation in the subsequent fiscal year. Any changes in the timing of allocations will affect the estimated interest amount.

Based on revised revenue estimates of $27.1 million, budgeted allocations of $28.3 million and interest of $58,088 we project a LTF fund balance at June 30, 2012, of approximately $4,881,000. (see Attachment I).

The Auditor-Controller's estimated LTF administrative costs for fiscal year 2012-13 are $15,000.

We will continue to monitor growth trends and will notify you in the event of a significant change in projected revenues.

If you have any questions, please contact Joanne McDonald at (805) 654-3191.

Sincerely,

CHRISTINE L. COHEN
Auditor-Controller

Enclosure

Phone: (805) 654-3151 Fax: (805) 654-5081 auditor.countyofventura.org christine.cohen@ventura.org

Item #12

June 1, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **DARREN KETTLE, EXECUTIVE DIRECTOR**
SALLY DEGEORGE, FINANCE DIRECTOR

SUBJECT: **FISCAL YEAR 2012/2013 PROPOSED BUDGET – PUBLIC HEARING**

RECOMMENDATION:

- Conduct Public Hearing to receive testimony on the Fiscal Year 2012/2013 Proposed Budget as presented.
- Adopt by resolution 2012-08, the Fiscal Year 2012/2013 Proposed Budget.

DISCUSSION

The Fiscal Year 2012/2013 Proposed budget is divided into two main sections: the Main Budget and the Program Task Budgets. The Main Budget contains the program overviews and projections and is intended to provide a general understanding of VCTC's budgeted activities and programs for the coming fiscal year. The Program Task Budgets contain task level detail of the projects including objectives and accomplishments. This task driven budget is designed to provide fiscal accountability and a method to evaluate VCTC's programs and services to the region.

At $53,528,841, the Fiscal Year 2012/2013 budget is $1,660,892 or 3.2% higher than Fiscal Year 2011/2012. The proposed budget can be characterized in many ways as a "status quo" budget of current programs, projects or on-going activities. This budget, while balanced, invests little in the future due to funding restrictions. This budget has been prepared with conservative revenue assumptions in an effort to minimize the chances of having to return to the Commission with service cuts or other cost cutting measures. The proposed budget contains six programs consisting of the Transit and Transportation program at $16,680,360, the Highway program at $664,500, the Rail program at $3,558,572, the Commuter Assistance program at $537,000, the Planning and Programming program at $30,525,722 and the General Government program at $1,562,687. The Fiscal Year 2012/2013 budget is a balanced budget with an estimated ending fund balance of $14,790,776.

Personnel costs for Fiscal Year 2012/2013 are budgeted at $2,434,700 or 4.5% of the budget which is a decrease of $1,211 from the previous fiscal year. The budget contains no "cost of living adjustments" factored in to personnel costs but does allow for some flexibility to provide merit-based increase for employees who have not reached the top of their salary range. Personnel changes include eliminating the assistance of the two part-time annuitants and creating a new full-time program analyst position to assist with the transit grants management, call box, congestion management and regional transportation planning programs. Further information about these changes can be found within the Personnel section of the budget.

Changes were made to the Fiscal Year 2012/2013 budget since the Draft Budget was presented to the Commission at the April meeting resulting in an increase of $4,270,578 largely due to the addition of the FTA pass through funds, addition of Proposition 1B funds for safety improvements for Metrolink and the carry-over of Lewis Road funds as the project will not be completed until Fiscal Year 2012/2013. Details of the changes can be found in the program summaries and individual budget tasks but the major changes that occurred are as follows:

- The Transit Grant Administration task budget now includes an additional $2.2 million in FTA pass-through funds to local agencies.
- The VISTA Fixed Route Bus Services increased approximately $106,000 for additional service on the Coastal Route funded by Federal Jobs Access Reverse Commute grant funds.
- The Metrolink Commuter and Special Rail Projects task budget increased approximately $711,000 for Proposition 1B funded safety improvements and the carry-over of funds for consultant services for the Camarillo Station right-of-way project.
- The Transportation Improvement Programming and Monitoring budget increased approximately $750,000 for funds carried-over for the Lewis Road project and $500,000 in STP to fund Caltrans technical assistance to VCTC for developing a performance based highway project priorities list.

The proposed Fiscal Year 2012/2013 budget was submitted to the Finance Committee for review with Chairman Zaragoza, Vice-Chair Sojka (via phone) and Commissioner Long present at the May 23rd meeting, The Finance Committee is recommending the Fiscal Year 2012/2013 budget for approval. As required by the Administrative Code, a public hearing will be held at the June meeting.

The Fiscal Year 2012/2013 Proposed Budget is a separate attachment to the agenda. After the Fiscal Year 2012/2013 budget is approved by the Commission, the budget will be printed and copies made available to the public as well as available on the VCTC website, www.goventura.org.

RESOLUTION NO. 2012-08
A RESOLUTION OF THE
VENTURA COUNTY TRANSPORTATION COMMISSION,
THE VENTURA COUNTY AIRPORT LAND USE COMMISSION,
VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
VENTURA COUNTY CONSOLIDATED TRANSPORTATION SERVICE AGENCY
VENTURA COUNTY CONGESTION MANAGEMENT AGENCY
AND THE
VENTURA INTERCITY SERVICE TRANSIT AUTHORITY
ADOPTING THE FISCAL YEAR 2012/2013 BUDGET

The VENTURA COUNTY TRANSPORTATION COMMISSION, the VENTURA COUNTY AIRPORT LAND USE COMMISSION, the VENTURA COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES, VENTURA COUNTY CONSOLIDATED TRANSPORTATION SERVICE AGENCY and the VENTURA INTERCITY SERVICE TRANSIT AUTHORITY, (hereinafter collectively referred to as “VCTC” or the “Commission”) hereby finds and determines:

WHEREAS, the VCTC budget for Fiscal Year 2012/2013 has been presented to the Commission who has conferred with the Executive Director and appropriate staff in public meetings, and has deliberated and considered the proposed budget; and

WHEREAS, the budget was made available to the public and a public hearing was held by VCTC prior to this adoption as required by section 12, subsection f, of the VCTC Administrative Code;

NOW, THEREFORE, the Commission hereby resolves as follows:

Section 1. The Commission hereby approves the Fiscal Year 2012/2013 Budget and authorizes expenditures of $53,528,841. Included in the budget adoption is the approval for all identified estimated revenues, expenditures and transfers between funds.

Section 2. The Executive Director and/or his designee is authorized to make payments as herein above set forth commencing on/or after July 1, 2012 in the manner and to the extent authorized by the VCTC Administrative Code.

Section 3. The Chair of VCTC is hereby authorized to execute this Resolution on behalf of VCTC and the Clerk of the Commission is hereby authorized to attest to the signature of the Chair and to certify the adoption of this resolution.

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Section 4. This Resolution shall take effect immediately upon its adoption.

Adopted this 1st day of June 2012.

____
John Zaragoza, Chair

ATTEST:

____
Donna Cole, Clerk of the Commission

APPROVED AS TO FORM:

____
Mitchel B. Kahn, General Counsel

Item #13

June 1, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: APPROVE FISCAL YEAR (FY) 2012/13 TRANSIT PROGRAM OF PROJECTS (PUBLIC HEARING)

RECOMMENDATION:

- Approve the attached Program of Projects (POP) for federal transit operating, planning and capital assistance for FY 2012/13.

BACKGROUND:

The Federal Transit Administration (FTA) requires that the public be provided an opportunity to review transit projects proposed to be funded with federal dollars. As the designated recipient of federal transit funds, the VCTC is required to hold a public hearing and adopt a POP which lists transit projects to be funded with federal funds in each of the urban areas in Ventura County. Since 2003, VCTC has prepared the POP using separate programs for the Oxnard/Ventura, Thousand Oaks/Moorpark, and Camarillo urbanized areas, as defined by the U.S. Census Bureau. Later, VCTC also began to prepare the POP for Simi Valley, following a decision by Caltrans to delegate to VCTC the Designated Recipient status for Simi Valley. The 2010 Census revisions to urban areas left intact the four separate urban areas, so staff anticipates no significant change to the structure of the apportionments for FY 2013.

In early summer of each year VCTC approves a draft POP which can be used as the basis for a Transportation Improvement Program (TIP) amendment to incorporate the projects into the TIP. The Final POP, to be adopted in September, could incorporate changes based on adopted transit operator budgets, or other updated funding figures.

It should be noted that that because there is still no multi-year federal transportation authorization, there are no authorized funding amounts on which to base the revenue estimates. VCTC staff has therefore assumed a continuation of the current funding level. Should the adopted FY 2013 Federal budget be lower than assumed, it will be necessary to make changes in the Program of Projects.

The attached Program of Projects table shows the recommended projects for each of the urbanized areas. The Cities of Moorpark, Thousand Oaks, Camarillo, and Simi Valley, as well as Gold Coast Transit, were asked to submit projects to use the funds available to them based on the revenues they generate. These projects have been submitted and were then incorporated into the attached POP. The POP also includes CMAQ funds programmed by VCTC and scheduled to be obligated in FY 2012/13.

This year, as in the past, the Countywide Planning costs are distributed on a per capita basis. Meanwhile, since the VISTA operating statistics are all reported to the Oxnard/Ventura area, the Oxnard/Ventura apportionment includes the funds generated by VISTA. As in past years, VCTC has shifted funds between VISTA and Countywide Planning so that all of the Countywide Planning line items are shown under the Oxnard/Ventura area. Thus, in the POP the contributions for Thousand Oaks/Moorpark, Camarillo, and Simi Valley for Countywide Planning show up instead as contributions to VISTA. However, the total funds in the POP for VISTA are equal to the amount it generates.

There has also been a fund shift to enable Gold Coast to use more of its share for ADA operations than would normally be allowed under the rule that only 10% of an area's apportionment is eligible for ADA operations. In addition to using all of the Oxnard/Ventura funds eligible for ADA operations, Gold Coast is also using the remaining Thousand Oaks/Moorpark funds eligible for ADA. To offset this use of Thousand Oaks/Moorpark ADA funds by Gold Coast, the Thousand Oaks/Moorpark Urbanized Area contribution to VISTA was reduced by an equal amount, and the Oxnard/Ventura area VISTA contribution increased by an equal amount. This shift of funds does not change the amount that each operator receives, but only the eligible use of funds. The operators other than Gold Coast do not believe this shift adversely affects their operations, and do not support a change at this time.

It is recognized that the county's transit operational structure could significantly change over the next few years based on the results of the Regional Transit Study. To the extent that such changes affect the projects shown in this POP, it may be necessary to shift responsibility for the projects between operators, although the funds for the projects are anticipated to be needed regardless of which operator delivers a given service.

The attached POP was approved by TRANSCOM at its May 10th meeting. The POP was published in the Ventura County Star on May 22nd.

ATTACHMENT A

Program of Projects

The Ventura County Transportation Commission (VCTC) will hold a public hearing on the Draft Program of Projects (POP) for the Oxnard, Thousand Oaks, Camarillo and Simi Valley Urbanized Areas (UAs) for projects to be funded with Federal Transit Administration funds in the 2012/13 Fiscal Year (FY 2013). The funds available in FY 2013 are estimated to be $12,377,000 for the Oxnard UA, $6,478,000 for the Thousand Oaks UA, $2,723,000 for the Camarillo UA, and $6,523,000 for the Simi Valley UA, based on anticipated FY 2013 funds, prior year carry-over funds, and discretionary funds. The public hearing will be held at 9:00 a.m. on Friday, June 1, 2012, in the Camarillo City Council Chamber, 601 Carmen Drive, in Camarillo. The POP is available for public inspection at 950 County Square Drive, Suite 207, Ventura CA 93003.

FY 2012/13 Federal Transit Program of Projects

	Total Cost	Federal Share	Local Share & Other
OXNARD/VENTURA URBANIZED AREA			
Gold Coast Transit			
Operating Assistance			
Victoria Avenue Service (CMAQ Funds)	$1,547,000	$1,369,559	$177,441
	$1,547,000	$1,369,559	$177,441
Planning Assistance			
Transit Service Administration & Support	$405,000	$324,000	$81,000
Planning/Admin. Coordinated Paratransit	$52,500	$42,000	$10,500
Marketing & Passenger Awareness Activities	$330,000	$264,000	$66,000
	$787,500	$630,000	$157,500
Capital Assistance			
Preventive Maintenance	$2,274,926	$1,819,941	$454,985
Miscellaneous Support Equipment	$150,000	$120,000	$30,000
ADA Paratransit Service	$951,140	$760,912	$190,228
	$3,376,066	$2,700,853	$675,213
Total Gold Coast	$5,710,566	$4,700,412	$1,010,154
Ventura County Transportation Commission			
Planning Assistance			
Transit Planning and Programming (FY 13/14)	$245,000	$196,000	$49,000
Transit Information Center (FY 13/14)	$276,250	$221,000	$55,250
Fare Collection/Passenger Counting Data Management (FY 13/14)	$238,750	$191,000	$47,750
Elderly/Disabled Planning/Eval. (FY 13/14)	$221,250	$177,000	$44,250
VISTA Planning (FY 13/14)	$245,000	$196,000	$49,000
Marketing (FY 12/13, 13/14 – CMAQ Funds)	$1,000,000	$1,000,000	-
	$2,226,250	$1,981,000	$245,250
Capital Assistance			
VISTA Services – Capital Leases (FY 13/14)	$882,466	$709,973	$176,493
Fare Collection Equipment	$162,500	$130,000	$32,500
Ridership Monitoring Equipment	$500,000	$400,000	$100,000
Next Bus Upgrade for Bus Stop Signage (Transit Enhancement Funds)	$93,750	$75,000	$18,750
Metrolink Capital Rehabilitation & Refurb	$1,897,286	$1,897,286	-
Metrolink Capital Rehabilitation & Refurb (Section 5309 Rail Modernization)	$1,568,469	$1,568,469	-
	$5,104,754	$4,776,728	$327,743
Total VCTC	$7,330,721	$6,757,728	$572,993
City of Oxnard			
Capital Assistance			
Transit Stops Enhancements (CMAQ Funds)	$306,980	$271,769	$35,221
Victoria Avenue Bus Stops (CMAQ Funds)	$423,542	$374,962	$48,580
Total Oxnard	$730,522	$646,731	$83,791
City of Ojai			
Capital Assistance			
Extended Service Hours (CMAQ Funds)	$150,000	$132,795	$17,205
Three Bus Shelters (CMAQ Funds)	$56,478	$50,000	$6,478
	$206,478	$182,795	$23,683
TOTAL	$13,978,287	$12,287,666	$1,690,621

THOUSAND OAKS/MOORPARK URBANIZED AREA			
Ventura County Transportation Commission			
Capital Assistance			
VISTA Services – Capital Leases (FY 13/14)	$1,207,261	$965,737	$241,434
Metrolink Capital Rehabilitation and Refurb	$869,714	$869,714	-
Metrolink Capital Rehabilitation and Refurb (Section 5309 Rail Modernization)	864,535	$864,535	-
Next Bus Upgrade for Bus Stop Signage (Transit Enhancement Funds)	$37,500	$30,000	$7,500
ADA East County Service	$125,000	$100,000	$25,000
Gold Coast Transit Access ADA Service	$265,008	$212,006	$53,002
Total VCTC	$3,368,928	$3,041,992	$326,936
City of Thousand Oaks			
Operating Assistance			
Extended Service Hours (CMAQ Funds)	$898,001	$795,000	$103,001
	$898,001	$795,000	$103,001
Planning Assistance			
Transit Marketing	$50,000	$40,000	$10,000
Transit Planning	$189,791	$151,833	$37,958
	$239,791	$191,833	$47,958
Capital Assistance			
Bus Capital Maintenance	$450,000	$360,000	$90,000
Transit Facilities & Bus Stops Maintenance	$87,500	$70,000	$17,500
Transit Vehicle Capital Leases	$125,000	$100,000	$25,000
Transit Vehicle Purchase (CMAQ Funds)	$137,806	$122,000	$15,806
Transit Ctr. Parking Expans. (CMAQ Funds)	$293,686	$260,000	$33,686
Transit Maint. Fac. Expans. (CMAQ Funds)	$632,554	$560,000	$72,554
Paratransit Software Upgrade (CMAQ Funds)	$122,956	$100,000	$12,956
Bus Stop Enhancements (Transit Enhancement Funds)	$25,000	$20,000	$5,000
	$1,864,502	$1,592,000	$272,502
Total Thousand Oaks	$3,002,294	$2,578,833	$423,461
City of Moorpark			
Capital Assistance			
Vehicle / Camera Capital Maintenance	$155,250	$124,200	$31,050
Dial-a-Ride Capital Leases	$68,750	$55,000	$13,750
Shelter Lighting (Transit Enhancement Funds)	$43,750	$35,000	$8,750
New Rail Station Entrance	$52,720	$41,376	$10,344
Extended Service Hours (CMAQ Funds)	$680,000	$602,004	$77,996
Total Moorpark	$999,470	$857,580	$141,890
TOTAL	$7,370,692	$6,478,405	$892,287
CAMARILLO URBANIZED AREA			
Ventura County Transportation Commission			
Capital Assistance			
VISTA Services – Capital Leases (FY 13/14)	$169,435	$135,548	$33,887
ADA East County Service	$62,500	$50,000	$12,500
Total VCTC	$231,935	$185,548	$46,387
City of Camarillo			
Operating Assistance			
Camarillo Area Transit Operating Asst	$1,000,000	$500,000	$500,000
	$1,000,000	$500,000	$550,000
Capital Assistance			
Camarillo Rail Station Capital Maintenance	$100,000	$80,000	$20,000
Metrolink Pedestrian Undercrossing Design	$250,000	$200,000	$50,000
One Replacement Dial-a-Ride Bus	$187,500	$150,000	$37,500
	$537,500	$430,000	$107,500
Total Camarillo	$1,537,500	$930,000	$607,500
TOTAL	$1,769,435	$1,115,548	$653,887

SIMI VALLEY URBANIZED AREA			
Ventura County Transportation Commission			
Capital Assistance			
VISTA Services – Capital Leases (FY 13/14)	$321,606	$257,285	$64,321
Total VCTC	$321,606	$257,285	$64,321
City of Simi Valley			
Operating Assistance			
Simi Valley Transit Operating Assistance	$3,513,600	$1,171,300	$2,342,300
	$3,515,600	$1,171,300	$2,342,300
Capital Assistance			
Paratransit Scheduling/Dispatching Software	$35,250	$28,200	$7,050
Preventive Maintenance	$777,625	$622,100	$155,525
Non Fixed-Route ADA Paratransit Capital	$1,397,400	$231,000	$1,166,400
Farebox Replacement (CMAQ Funds)	$325,313	$288,000	-
6 Repl. Paratransit Vans (CMAQ Funds)	$586,242	$519,000	-
Maint. Facility Expansion (CMAQ Funds)	$1,934,947	$1,713,000	-
Garage Modernization (CMAQ Funds)	$282,390	$250,000	-
Voice Annunciators (CMAQ Funds)	$168,869	$149,500	$19,369
3 Replacement Buses (CMAQ Funds	$1,460,748	$1,293,200	$167,548
	$6,968,775	$5,094,000	$1,515,892
Total Simi Valley	$10,482,375	$6,265,300	$3,858,192
TOTAL	$10,803,981	$6,522,585	$3,922,513

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Item #14

June 1, 2012

MEMO TO: **VENTURA COUNTY TRANSPORTATION COMMISSION**

FROM: **PETER DE HAAN, PROGRAMMING DIRECTOR**

SUBJECT: **NOMINATE ROUTE 101/23 PROJECT FOR PROPOSITION 1B CONGESTION MANAGEMENT IMPROVEMENT ACCOUNT (CMIA) FUNDING**

RECOMMENDATION:

- Approve nomination of the Route 101/23 project for $40 million in CMIA funding should the project be ready to award prior to the December, 2012 deadline.

BACKGROUND:

Under the Commission's adopted policy, the top priority highway project in the County is the Route 101/23 Interchange improvement. The City of Thousand Oaks is currently designing the project using $5.2 million in Federal Recovery Act funds provided by VCTC. The project was scheduled to be ready to advertise for construction by November 2012, with the construction estimated to cost $40 million.

At the October meeting, the VCTC nominated the project to receive $19.5 million from the Transportation Investment Generating Economic Recovery (TIGER) 3 program, but the federal government did not select the project. At the November meeting, the VCTC nominated the project for $20 million in construction funding from the State Transportation Improvement Program (STIP), with the funds programmed in Fiscal Year 2015/16, the first year they were available in VCTC's county share. At that time, VCTC also committed $19.5 million in future Surface Transportation Program funds for FY 2015/16, with the remaining $500,000 in construction costs to come from a previously-approved federal funding earmark. At the March meeting, the VCTC nominated the project for $19.5 million in TIGER 2012 funds, in an effort to deliver the project earlier than FY 2015/16. In April, the California Transportation Commission adopted the 2012 STIP and included VCTC's recommendation to program $20 million in FY 2015/16 for Route 101/23. The Thousand Oaks City Council has agreed that if a TIGER grant should be approved it would front the $20 million programmed in the STIP to allow the project to move forward. There has been no word yet on the selection of TIGER 2012 projects.

The California Transportation Commission is currently considering additional projects to receive funds from the Proposition 1B CMIA program, since significant cost savings in previously-approved projects have created a balance in that account. However, the Proposition 1B ballot measure stipulates that CMIA funds are only available for projects which have awarded construction contracts by December, 2012. The CTC is currently entertaining funding proposals for projects which enhance the previously-approved CMIA projects, or which had been nominated for CMIA funds during the original project selection process. However, it appears that even if the CTC funds all such projects that can be awarded by December, there will likely still be CMIA capacity remaining due to cost savings, in which case the CTC will consider any state highway improvement that can meet the deadline.

Given the possibility of qualifying for CMIA funds should the 101/23 Interchange construction contract be ready to award by December, 2012, VCTC, Thousand Oaks, and Caltrans have launched an intensive effort to expedite the project so that it can meet that deadline. A key component to the effort is the expediting of the Caltrans design review, as the design has already been completed by Thousand Oaks' consultant and forwarded to Caltrans. Although the City managed the design, it had been agreed that Caltrans would oversee the construction. However, since construction by Caltrans triggers more stringent Caltrans review requirements, the City and Caltrans will start revising the project's cooperative agreement to provide a back-up option. Under this option, if Caltrans is unable to complete its review requirements in time as required for it to advertise and award the construction contract, the deadline could instead by met through use of a City-issued contract.

Item # 15

June 1, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION/AIRPORT LAND USE COMMISSION

FROM: STEVE DEGEORGE, PLANNING & TECHNOLOGY DIRECTOR

SUBJECT: AIRPORT LAND USE PLAN CONSISTENCY REVIEW, CAMPUS PARK, OXNARD

RECOMMENDATION:

- The Airport Land Use Commission find that the proposed Campus Park project from the City of Oxnard to be inconsistent with the Airport Comprehensive Land Use Plan for Ventura County.

- The Ventura County Airport Land Use Commission authorizes the Executive Director to transmit the Commission's findings and support for the County of Ventura, Department of Airports' recommendations to the City of Oxnard.

BACKGROUND:

The Airport Land Use Commission (ALUC) is responsible for the preparation and monitoring of an Airport Comprehensive Land Use Plan (CLUP) which identifies appropriate land uses around the County's airports. In July of 2000, the Airport Land Use Commission adopted the current Airport Comprehensive Land Use Plan against which proposed projects are reviewed for consistency.

DISCUSSION:

The ALUC has received an application for a CLUP consistency review from the City of Oxnard for its proposed Campus Park project. The proposed project is located at the site previously occupied by Oxnard High School and is bounded by 5th Street on the south, K Street on the west, 2nd Street on the north, and H Street on the east but excludes the existing Oxnard High School maintenance yard. The proposed project location is shown in Figure 1 below.

Figure 1 Project Location

The proposed project consists of two (2) baseball fields with two (2) soccer field overlays, two (2) stand-alone soccer fields, one (1) football/soccer field, two (2) basketball courts, one (1) skate park, two (2) snack bars, restrooms, maintenance buildings, a tot lot and associated parking areas as shown in Figure 2 below.

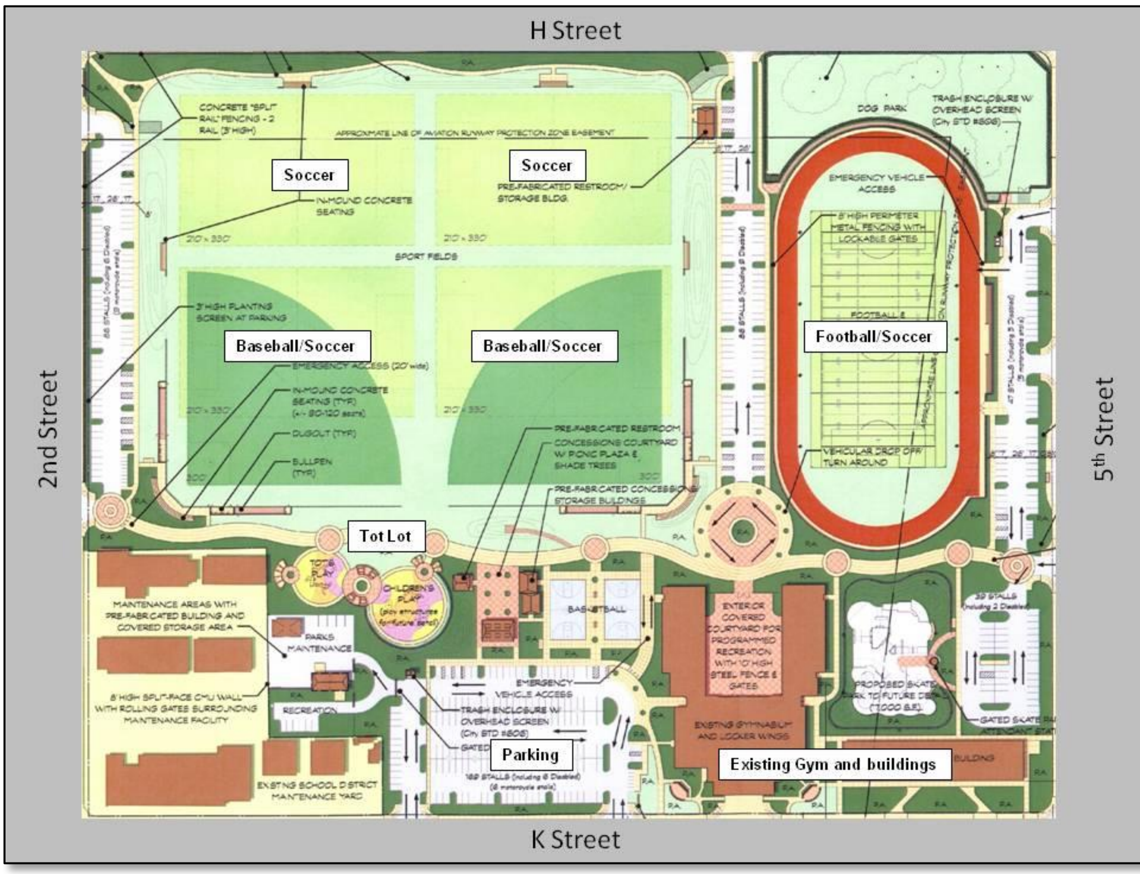

Figure 2 Project Land Uses

The proposed project lies under the approach for Oxnard Airport approximately 1,776 feet east of the end of Runway 7/25 and the centerline of the runway passes directly through the site. Below, Figure 3 illustrates the relationship between the safety zones in the adopted CLUP and the proposed project. Approximately 1/5 of the proposed project lies within the Runway Protection Zone (RPZ) shown within the red boundaries including the parking area and a portion of the gymnasium. Nearly half of the project lies within the Outer Protection Zone (OSZ) to the left of the yellow line including the athletic fields, the tot lot, the basketball courts, a portion of the gymnasium and the concession area. Within the Traffic Pattern Zone (TPZ) below the black dashed line, is the remainder of the gymnasium, skate-park and existing buildings.

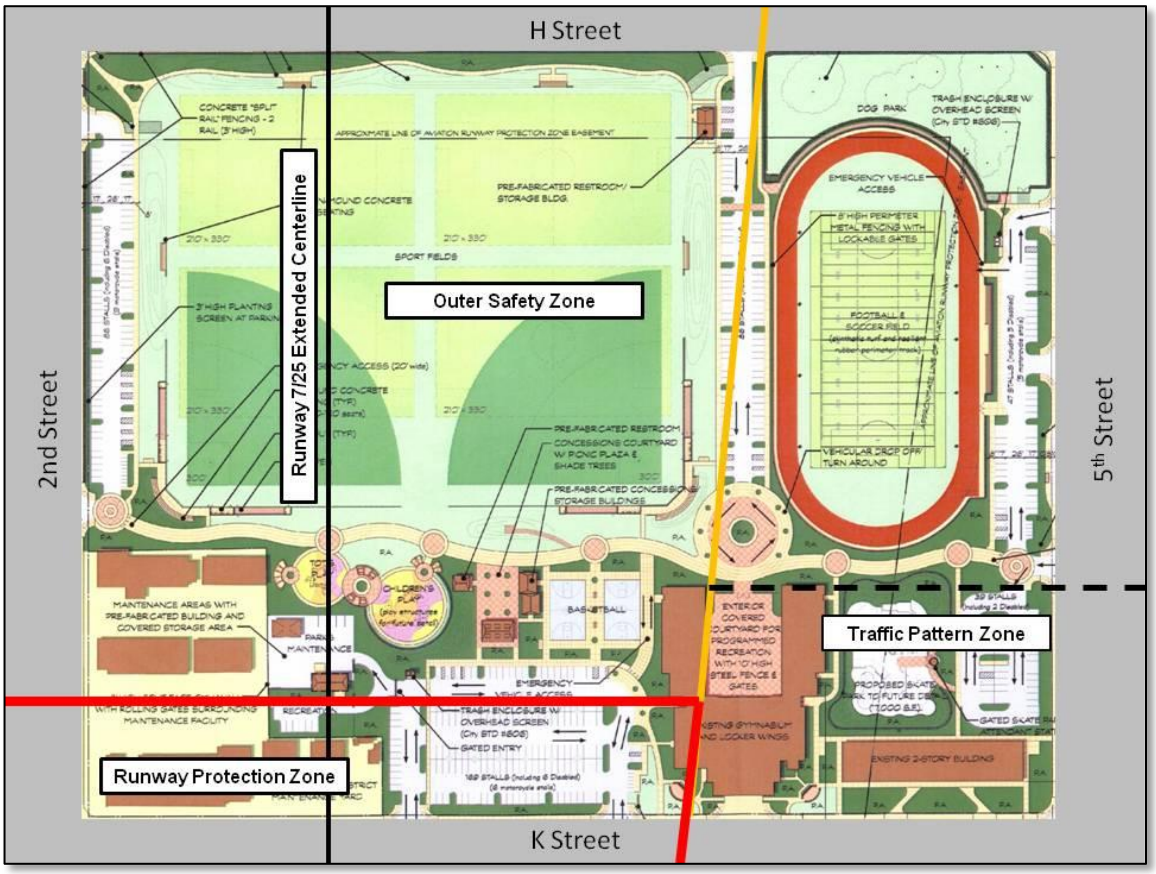

Figure 3 Safety Zones

Table 6B in the Adopted CLUP shown below, states that Recreational Uses including Parks and Outdoor Sports Arenas as well as Public/Institutional land uses such as auditoriums or schools are unacceptable land uses within the Runway Protection Zone. Automobile Parking is conditionally acceptable provided that the Federal Aviation Administration (FAA) has approved it and found it not to constitute a hazard to air navigation. The City of Oxnard did not provide any documentation in its application to indicate the FAA has provided approval for parking.

Table 6B further states that Recreational uses such as Outdoor Sport Arenas and Public/Institutional land uses such as auditoriums or schools are unacceptable land uses within the Outer Safety Zone and the Traffic Pattern Zone.

A = Acceptable Land Use
C = Conditional Land Use
U = Unacceptable Land Use

TABLE 6B
Adopted Land Use Compatibility Standards in Safety Zones for Civilian Airports

Land Use	Runway Protection Zone	Outer Safety Zone	Traffic Pattern Zone	Extended Traffic Pattern Zone
Residential				
Single Family	U	U	C [a, e]	A [e]
Multi-Family	U	U	C [a, e]	A [e]
Mobile Home Parks	U	U	C [a, e]	A [e]
Public/Institutional				
Hospitals/Convalescent Homes	U	U	U	A [e]
Schools	U	U	U	A [e]
Churches/Synagogues	U	U	U	A [e]
Auditoriums/Theaters	U	U	U	A [e]
Commercial				
Hotels and Motels	U	U	C [c, e]	A [e]
Offices and Business/Professional	U	C [a, e]	C [c, e]	A
Services	U	C [a, e]	C [c, e]	A
Wholesale	U	C [a, e]	C [c, e]	A
Retail				
Industrial, Transportation, Communication, and Utilities				
Manufacturing - General/Heavy	U	C [a, e]	C [c, e]	A
Light Industrial	U	C [a, e]	C [c, e]	A
Research and Development	U	C [a, e]	C [c, e]	A
Business Parks/Corporate Offices	U	C [a, e]	C [c, e]	A
Transportation Terminals	U	U	A	A
Communication/Utilities	C [b]	A	A	A
Automobile Parking	C [b]	A	A	A
Recreation/Open Space				
Outdoor Sports Arenas	U	U	U	A
Outdoor Amphitheaters	U	U	U	A
Parks	U	C [a]	A	A
Outdoor Amusement	U	C [a, e]	A	A
Resorts and Camps	U	C [a, e]	A [e]	A [e]
Golf Courses and Water Recreation	C [d]	A	A	A
Agriculture	A	A	A	A

The City of Oxnard also submitted the proposed project to the County of Ventura Department of Airports for review and the Department of Airports found that the proposed project was inconsistent with the CLUP and made several recommendations in the event that the City of Oxnard overrules the ALUC findings. The Department of Airports' correspondence and recommendations can be found in Attachment A to this item. Staff strongly supports the recommendations made by the Department of Airports and recommends that the ALUC include support for those recommendations in its own findings.

Staff is recommending that the Airport Land Use Commission find that the City of Oxnard's proposed Campus Park project is inconsistent with the Airport Comprehensive Land Use Plan for Ventura County and authorize the Executive Director to transmit the Commission's findings including support for the recommendation made by the County of Ventura Department of Airports to the City of Oxnard.

Attachment A

county of ventura

DEPARTMENT OF AIRPORTS
www.ventura.org/airports

555 Airport Way ◆ Camarillo, CA 93010 ◆ (805) 388-4274 ◆ Fax: (805) 388-4366

March 21, 2011

Michael Henderson
City of Oxnard, General Services Dept.
305 W 3rd St
Oxnard, CA 93030

Re: **Comments on Campus Park Development, Oxnard, CA**

Dear Mr. Henderson,

The City of Oxnard has requested review and recommendations concerning the above referenced proposal. The proposed project is the redevelopment of the old high school parcel directly under the approach to the Oxnard airport and primarily within the Runway Protection Zone (RPZ) for the airport, although some of the development does occur outside of the RPZ (please see attached site map).

The County of Ventura Department of Airports, the Ventura County Aviation Advisory Commission, and the Oxnard Airport Authority have had an opportunity to review the proposed development known as "Campus Park" and find it to be inconsistent with the Ventura County Comprehensive Land Use Plan (ACLUP), and therefore object to the proposed use. Airport staff has reviewed the proposed development and finds that the project, as proposed, is not consistent with the Airport Comprehensive Land Use Plan (ACLUP). The recreational use within the RPZ is considered an unacceptable land use per Table 6B (attached).

We appreciate that the City has taken steps to design the park in a manner that minimizes the negative impact on the airport approach, and that you have included staff in design review meetings. The proposed design does improve prior and existing uses by removing a majority of the buildings in the RPZ, and moving the track and bleachers further south away from the runway extended centerline and partially outside the RPZ. The design does, however, leave some existing buildings within the RPZ (southwest corner of development) and provides for a new parking lot, both of which are in conflict with FAA design standards.

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March 21, 2011
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Should the City proceed with the Park by the City Council overriding the Airport Authority, we respectfully request that you include the following conditions as part of the approval for the development.

1. The City be required to grant to the County of Ventura an avigation easement over the parcel to include the elements of the Federal Aviation Administration's Model Avigation Easement;

2. The City provide an airport/aircraft viewing area along the exercise path for park visitors to be made aware of and enjoy the airport and aircraft overflight;

3. The City design all park lighting so as not to interfere with pilot's vision when on approach to the Oxnard airport; and

4. The City be required to file a form 7460, "Notice of Proposed Construction" with the Federal Aviation Administration (FAA) that enables the FAA to review the development for any hazards to airport/aviation operations.

The above recommendations would serve to provide the future users of the park site with a greater level of disclosure, awareness, and compatibility for airport operations. It would also assist us in achieving the goal of the Oxnard Airport Mission Statement, which is to foster cooperation with the airport's neighbors and conduct responsible flight operations.

In addition to the above comments, it is recommended that this proposed development be reviewed by the Ventura County Airport Land Use Commission for a finding with regard to the ACLUP. Additionally, Caltrans Division of Aeronautics should have an opportunity to review and comment on the proposed development prior to any action being taken by the City of Oxnard.

Thank you for the opportunity to comment on the proposed use and if you have any questions relating to this matter, please contact me at 805-388-4200.

Todd McN

TODD L. McNAMEE, AAE
Director of Airports

Attachments

Item #16

June 1, 2012

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN M. KETTLE, EXECUTIVE DIRECTOR

SUBJECT: RESPONSE TO ASSEMBLY MEMBER DAS WILLIAMS OP-ED

RECOMMENDATION

- Authorize the Chairman and Vice-Chairman to co-sign and submit to the Ventura County Star a response to Assembly Member Das Williams Op-Ed article published in the Ventura County Star on May 19, 2012.

BACKGROUND

The Sunday, May 19, 2012 edition of the Ventura County Star published an op-ed article written by Assembly member Das Williams with the headline of “Straight Scoop on Transit Cash”. Chairman Zaragoza has requested that the Commission authorize he and Vice-Chairman Sojka to work with Executive Director to submit a response to the op-ed to the Ventura County Star.